

Board Meeting Procedures:

It is the desire of the Board that meetings shall be formal enough for orderly procedure but informal enough to encourage discussion and group thinking. The Board desires to be cognizant of the problems, requests, complaints, and suggestions of members of the community, but it is necessary that the Board not allow the review of such material to interfere with diligent attention to the affairs of the District. All meetings of the Board shall be conducted in accordance with the current edition of Robert's Rules of Order, Revised unless temporarily suspended by a majority vote of the Board.

Public Notification of Board Meetings:

It is the duty of the district administrator as the executive officer of the Board to notify board members of regular or special meetings of the Board. The meeting agenda will be posted at North Lake School, Town of Merton, Village of Chenequa, and it will be faxed to the Board approved official newspaper. As a matter of course, notices will be send to the media.

Quorum:

A majority of the school Board members constitute a quorum for the transaction of business. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

Minutes:

The school district clerk shall maintain, or cause to be maintained, complete written records of the meetings of the Board. These minutes shall become permanent records of the Board and shall be filed at the central school office and made available to interested citizens during regular office hours.

Minutes shall be recorded and maintained for all executive sessions. Minutes of executive sessions will be subject to public inspection per Wisconsin Statutes 118.125 and 19.85(1). The district administrator shall be the custodian of the records.

A summary of the minutes shall be published in the monthly North Lake Newsletter which is sent to all parents and to the designated local newspaper. These minutes shall include:

1. A record of all actions taken by the Board with the vote of each member recorded except in cases of unanimous votes.
2. A record of all resolutions, order, procedures, and motions in full whether or not Board action was taken.

Wisconsin Statutes	19.21
	19.88
	120.11(4)
	120.17(3)

Adopted:	12-16-81
Revised:	8-20-97