

Charter Board Meetings

All meetings of three or more members of the Charter Board at which any public business may be discussed or any formal action taken shall be open to the public at all times except for periods in which the Charter Board is in executive session. All such meetings will be properly noticed and minutes will be taken and recorded as required by law.

No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the members serving on the Charter Board.

A recording shall be made of regular and special meetings as required by law and at a minimum, shall be an audio recording. Recordings shall be maintained for 90 days.

Regular meetings

Regular meetings of the Charter Board shall be held in the Lake George Charter School gymnasium at 37888 U.S. Hwy. 24 in Lake George, CO. There will be no regular board meetings during July and December. By the May meeting, it will be decided if a meeting is needed in June of each year.

Meetings of the Charter Board shall be held on the third Wednesday of each month at 5 p.m. unless otherwise set by action of the Charter Board. Work Sessions, when deemed necessary, will be held on the same day and place as regular Charter Board meetings, but at 4:30. (Effective 8-1-19.)

Special Meetings

Special meetings of the Charter Board may be called by the Board president at any time and shall be called by the president upon the written request of a majority of the members.

The secretary of the Charter Board shall be responsible for giving a written notice of any special meeting to each Charter Board member at least 72 hours in advance of the meeting if mailed and 24 hours in advance if hand-delivered personally to the member. The notice must contain time, place and purpose of the meeting and names of the member requesting the meeting.

Any member may waive notice of a special meeting at any time before, during or after such meeting, and attendance at a special meeting shall be deemed to be a waiver.

No business other than that stated in the notice of the meeting shall be transacted unless the item is reasonably related to the subject matter on the notice or an exigency exists. In addition all members ~~are~~ must be present and cast a unanimous vote to amend the agenda.

LEGAL REFS: C.R.S. 22-32-108 (*board meetings*)
C.R.S. 24-6-401 *et seq.* (*open meetings law*)

CROSS REF: BEAA, Electronic Participation in Charter Board Meetings
BEC, Executive Sessions
BEDA, Notification of Board Meetings

Note 1: The Charter Board is not required to take minutes if through its notice and agenda it has not retained the option to take formal action. The Charter Board must make a recording of each regular and special meeting of the Charter Board at which votes are taken and recorded and shall make the recording available to the public. The Charter Board, at its discretion, shall use appropriate technology available at the time the recording is made and shall, at a minimum, make an audio recording. Such recordings must be maintained for a minimum of 90 days.

Note 2: The Charter Board is required to electronically record executive sessions, which shall include the specific statutory citation to the executive session law that allows the Charter Board to meet in executive session. However if the executive session is held to discuss an individual student matter, the Charter Board is held to receive legal advice from an attorney on a particular matter, an electronic record must be made of the statutory citation to the executive session law that allows the Charter Board to meet in executive session to receive legal advice, but the Charter Board is not required to make an electronic or written record of the discussion that occurs in executive session, on the basis that it constitutes privileged attorney-client communication.

Note 3: A quorum is defined as a simple majority (more than half) of the members serving on a board, as follows:

- For a 5 member board a quorum is 3*
- For a 6 member board a quorum is 4*
- For a 7 member board a quorum is 4*

Note 4: State law specifically permits “rural” districts with 6500 students or less to utilize electronic mail to notify board members of a special meeting, if such email is “delivered” at least 24 hours prior to the meeting. C.R.S. 22-32-108 (2)(b). Arguably, however, school districts that are not considered rural and enroll more than 6500 students may also provide notification of special board meetings by email at least 24 hours in advance of the meeting, so long as the board member agrees to receive meeting notifications by email or waives the required notification. C.R.S. 22-32-108 (3).

First Reading Date: 11-18-2020

Adoption Date: 1-20-21

Lake George Charter School