

The board affirms the public policy of this State that hearings, deliberations, and actions of public bodies be conducted openly.

**A. APPLICABILITY**

All “public bodies” holding official meetings must comply with the requirements of the open meetings law in Article 33C of Chapter 143 of the General Statutes. The term “public bodies” includes the board, any committees of the board, school improvement teams, and, as defined by law, any other committee of two or more members that exercises or is authorized to exercise a legislative, policy-making, quasi-judicial, administrative, or advisory function, unless the committee or group is solely comprised of professional staff.

**B. COMPLIANCE**

As secretary to the board, the superintendent shall provide required notice and record and maintain minutes, in written form or in the form of audio or audiovisual recording, of all official meetings of the board, board committees, or committees appointed by the board. The principal or designee shall be responsible for compliance with the open meetings law by school improvement teams or any other public bodies at the school level. The superintendent or designee shall make copies of the open meetings law available to any public bodies associated with the school system. The board and other public bodies of the school system are encouraged to consult the school board attorney in accordance with policy 2610, Board Attorney, to obtain advice on complying with the legal requirements of the open meetings law.

1. Notice

Notice will be given in accordance with law for all regularly scheduled meetings, emergency meetings, and any other meetings, such as public hearings, work sessions, electronic meetings, or retreats.

2. Minutes

For all official meetings, whether held in open or closed session, minutes will be recorded and maintained in accordance with all legal requirements. For meetings, or portions thereof, in which minutes are kept via audio or audiovisual recording, the minutes will be deemed approved when the superintendent has reviewed the recording for accuracy and completeness and has posted the recording to the school system website.

3. Closed Sessions

Closed sessions will be held only when required to permit the board to act in the public interest and as permitted by law. A motion to go into closed session must be made and adopted in open session in accordance with the requirements of G.S. 143-318.11(c) and policy 2321, Closed Sessions.

4. Action by Reference

The board will not deliberate, vote, or otherwise take action upon any matter by reference to a letter, number, other designation, or other secret device or method with the intention of making it impossible for persons attending a meeting to understand what is being deliberated, voted, or acted upon. However, the board may take action by reference to an agenda, provided that copies of the agenda are available for public inspection at the meeting and the agenda is sufficiently worded to enable the public to understand what is being deliberated, voted, or acted upon.

Legal References: G.S. 143-318.9, -318.10, -318.11, -318.12, -318.13

Cross References: Closed Sessions (policy 2321), Board Attorney (policy 2610)

Adopted: