

ARTICLE VI

SCHEDULE OF MEETINGS

A. REGULAR MEETINGS

1. The annual schedule of meetings of the Walton-Verona High School Council shall be determined no later than the regular council meeting for August of each school year. Council meetings shall be open to the public. Meetings will begin at 3:00 PM. and end at 4:30 PM. Meetings shall not exceed 90 minutes. If all items on the agenda have not been adequately discussed after 90 minutes, the council may decide by motion, second and majority vote to extend the length of the meeting or to place the remaining agenda items on the next month's agenda or on the agenda for a special meeting.
2. The regular scheduled meetings will be held in the High School Conference Room or other designated area.
3. The chairperson shall provide local news media with the council's regular meeting schedule for the year in July and provide notification of the council's meeting time, place, and agenda at least one week in advance of each regular meeting.
4. The chairperson shall notify the public of the agenda posted in the school or on the school website at least three days in advance of the meeting.
5. In the case of inclement weather where the school district is closed the day of the regular school council meeting, the principal shall determine whether or not to cancel and/or reschedule the school council meeting. The principal must make this determination by noon (12:00 p.m.) and inform all school council members, the district SBDM Coordinator and the media. If the meeting is rescheduled, the principal shall follow all of the guidelines of calling a special meeting.

B. SPECIAL CALLED MEETINGS

If the council needs to meet between regular meetings, or if the regular meeting is rescheduled, the chairperson or a majority of the school council members may call a special meeting. The following steps must be completed by the chairperson when a special meeting is called:

1. Written Notice: Contents. The chairperson shall prepare a notice that states the date, time, and place of the special meeting and the agenda for the meeting. Only the items on the agenda may be discussed.
2. Delivery of Notice: The chairperson shall arrange for the notice to be delivered to each council member and to any media organization that has requested notice of council meetings. The delivery can be by hand, FAX machine, or mail, but the notice must be received at least 24 hours prior to the time of the meeting. Walton-Verona High School may satisfy the requirements KRS 61.823 by transmitting the written notice of a special meeting by electronic mail to School Based Council Members that have filed a written request with Walton-Verona High School indicating their preference to receive electronic mail notification in lieu of notice by personal delivery, facsimile machine, or mail.
3. Posting of Notice: The chairperson shall post the notice for the special meeting in the school 24 hours prior to the time of the meeting.

C. EMERGENCY MEETINGS

School Council By-Laws
Walton-Verona High School

Emergency meetings may be called according to Open Records law and the Kentucky Revised Statutes.