

Box Elder School District Foundation Policy

Policy Number 10


Issue: 2

Date: September 11, 2019

Supersedes Issue 1, dated April 10, 2006

Approved:


Foundation Board President


Foundation Executive Director

Policy 10: Board Meetings

- 1) The Board, in the Annual Meeting, will establish and publish a regular meeting schedule for the coming year.
- 2) Based upon special needs, the Foundation Board may alter a meeting day, time, and place for a particular meeting. For example, the Board may meet at an alternate location to allow school representatives better access to the Board meeting for a special presentation.
- 3) In accordance with the Bylaws, written notice of the time and place for each Board meeting shall be given to each Director at least ten (10) days before the meeting date.
- 4) In accordance with the Bylaws, special meetings may be called by the Board President or by the written request of three (3) Directors. At least ten (10) days' written notice must be provided to each Director for special meetings unless the requirement is waived in writing or by actual attendance.
- 5) A majority (more than half of the Board members) is required for a meeting quorum to transact Board business. If less than a quorum is present for a meeting, the Board may still meet but any essential business transactions approved must be affirmed in writing by enough Directors absent from the meeting to establish the required majority approval.
- 6) Unless otherwise required by law or by the Articles of Incorporation, an act by a majority of the Directors present at a meeting at which a quorum is present shall be an act of the Board.
- 7) In accordance with the Bylaws, the Annual Meeting at which Board officers for the calendar year are elected will be the Board's May meeting.
- 8) Board meetings are conducted in accordance with generally accepted rules of parliamentary procedure.

- 9) Urgent issues (those requiring immediate action to assure that established Board objectives are met or to prevent loss of Foundation assets) may be acted upon by the Executive Committee and presented for Board ratification at the next Board meeting.
- 10) Board meetings are open to the public but the Board may close a portion of the meeting to review and discuss sensitive issues.
- 11) Meeting minutes are prepared as soon after a Board meeting as possible and must be approved in the next Board meeting before they may be published. Board meeting agendas and minutes are available for public review and use.