

SECTION 115 THE MEETING OF THE SCHOOL BOARD

1. The regular monthly meeting of the Board shall be held on the second Monday of each month at a time designated by the majority of the Board at the organizational meeting; in the month of October and April there would be two (2) meetings. The regular meeting may be changed by a majority of the Board.

All meetings (unless otherwise noted) shall be in the School Board Meeting Room. The Annual Meeting shall be held in the Portage High School Auditorium **or the Gerstenkorn Administration Building Board Room.**

2. The agenda and background information should be distributed to Board members five days before the regular monthly Board meeting, as outlined in Wisconsin Statutes 19.84.
3.
 - a. Special meetings may be called by the president or upon the request of any three school board members. (All members to be notified at least 24 hours in advance.) All business transacted at such meetings shall be considered legal provided that a quorum is present, and provided that all members were advised of the meeting.
 - b. Emergency meetings may be called with two (2) hour notice per state statute.
4. A majority of the total members of the Board shall constitute a quorum and may do business. If a quorum is lacking at any meeting, that meeting shall go by default and no legal action may be taken.
5. Roberts Rules of Order shall govern the conduct of all meetings where they do not conflict with the rules of the School Board.
6. All Board meetings shall be open to the public except in cases as provided in Wisconsin Statutes 120.48 and Chapter 19.
7. Record of all transactions of the Board shall be set forth in full in the minute book of the Board. The minute book shall be kept on file as the permanent official record of school legislation. The minutes of all regular and special meetings of the Board shall be published in the official publication as designated by the majority of the Board at the organizational meeting.
8. The order of business for regular monthly Board meetings shall be: (Additional items may be addressed)
 - I. Call to Order, Open Meeting Declaration - Roll Call
 - II. Approval of Agenda
 - III. Public Appearance Requests
 - IV. Action Items
 - V. Reports
 - VI. Special Meetings and Events
 - VII. Adjourn

Note: Closed Sessions can appear per State Statutes

9. Votes on motions and resolutions shall be by "Yes", "No" or abstain and the vote shall be recorded. The presiding officer or chairman shall vote in turn.

Adopted - Dec. 12, 1983
 Amended - Nov. 11, 1985
 Amended - June 12, 1995
 Amended - August 26, 1996
 Revised - February 10, 1997
 Revised - February 8, 1999
 Revised - February 12, 2001
 Revised - November 12, 2002
 Amended - July 10, 2006
 Revised - October 10, 2011