

BOARD OPERATING PROCEDURES

Time and Place of Meetings

Regular meetings of the Lincoln Board of Education ordinarily will be held on the second and fourth Tuesday of each month. The Board room at the Lincoln Public Schools District Office is designated as the traditional meeting place. Date, time and place of meetings are at the discretion of the Board but will be announced in advance.

Notification to Members of Meetings

Official notification of meetings is provided to each member of the Board. The Secretary will also keep a long-term schedule of future meetings.

Notice of special meetings may be delivered in writing or electronically to each member of the Board a reasonable time before the meeting. In case of emergency, the President shall have power to call a meeting, but all members of the Board must be notified electronically or in writing. Agendas of meetings must distinctly state the business to be transacted.

A Board member shall be considered notified under this policy if the Lincoln Public School District has made reasonable effort to notify by delivering notice electronically or in writing to the residence and/or place of business of each Board member.

Notification to Public

Reasonable advance publicized notice of the time and place of each meeting shall be given by means of a public notice in the Lincoln Journal Star or Omaha World Herald newspapers or posting of a meeting notice on the bulletin board in the entry of the Lincoln Public Schools District Office building or posting on the District website and by delivery of notice and/or the agenda to news media reporters. In addition, the agenda will be readily available for public inspection at the Office of the Superintendent during regular business hours. Except for items of an emergency nature or items for discussion only, the agenda shall not be enlarged later than 24 hours before the scheduled commencement of the meeting. The Lincoln Board of Education shall have the right to modify the agenda to include items of an emergency nature or items for discussion only. The Superintendent or other designee shall maintain a list of the news media requesting notification of meetings.

Notice of a meeting of a committee or subcommittee of the Board or the District shall, when required by law to be given, be given by means of a public notice posted in or near the entry of the Lincoln Public Schools District Office building.

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Time and Place of Meetings

Notification to Public (Continued)

When it is necessary to hold an emergency meeting without reasonable advance publicized notice, the nature of the emergency shall be stated in the minutes, and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment. Reasonable effort shall be made to provide advance notification to the news media of such emergency meeting and the subjects to be discussed at that meeting. Complete minutes of such emergency meeting, specifying the nature of the emergency and any formal action taken at the meeting, shall be made available to the public by no later than the end of the next regular business day following the emergency meeting.

Reviewed and Affirmed by the Board:	2019-03-26
Last Revision:	2016-11-22
Original Adoption or Oldest Version:	2014-09-09
Related Policies and Regulations:	1130
Legal Reference:	79-560; 84-1411