

## TYPES AND NOTIFICATION OF MEETINGS

### I. Purpose

The purpose of Policy BD is to establish a framework governing the meetings of the Board of Education.

### II. Policy Statement/Procedures

A. The Board of Education will hold regularly scheduled meetings throughout the year. Those meetings include the following:

1. Business Meetings:

- a. Business meetings are for the discharge of the Board of Education's legal responsibilities and include, but are not limited to, discussions of policy, system business, planning, educational program, and matters of community interest.
- b. Business meetings of the Board of Education shall be held on Tuesdays in the Board Center for Education Services auditorium, or at other such locations as designated by the Board, ~~generally twice each month~~ at times to be determined by the Board. The Board may, from time to time, change the day on which a meetings ~~are~~ is conducted.

2. Closed Sessions:

- a. The discussion of matters relative to land and site acquisition, personnel, consultation with legal counsel, ~~and~~ labor relations, ~~and~~ safety and security shall take place in closed sessions. No formal action may be taken on topics discussed in closed sessions; provision for statements of position or questions on points of order shall be made in open meetings.
- b. Closed sessions shall be called as needed. Attendance at closed meetings will be restricted to Board of Education members, the Superintendent, the Board's attorney, and those persons invited by the Board and/or Superintendent.

B. The Board of Education may ~~also~~ convene additional meetings in accordance with state law. Meetings may be called by the President of the Board of Education, the Superintendent, or at the written request of a majority of Board members, with the purpose given in the call of the meeting to be provided as soon as feasible. Additional meetings include the following:

1. Special Meetings:

Special meetings of the Board of Education shall be conducted as the duties and business of the Board require. No business shall be transacted except that for which the special meeting was convened unless by consensus of the Board members present.

2. Work Sessions:

These sessions may be scheduled, as needed, to provide Board of Education members with opportunities for planning and informally discussing, in detail, proposed policies, program changes, or other items of information requiring in-depth examination. Formal action by the Board may not be taken at work sessions.

3. Town Meeting:

Town meetings provide information and dialogue on a specific topic or topics pertinent to community concerns. A meeting open to the public may be scheduled for the purpose of enhancing communications between the Board of Education, as a body politic, and the school community.

4. Public Hearings:

Public hearings may be conducted, as needed [in accordance with federal, state, and local law](#), to assure adequate time for the public to express their views regarding a specific issue. There will be no dialogue between the Board of Education and the public at public hearings.

- C. All meetings shall comply with the Open Meetings Act and are open to the public unless closed under the Open Meetings Act provisions.
- D. The public will be notified of meetings, and [this notice will be](#) provided as soon as possible in accordance with the Open Meetings Act.

Legal Reference: *Annotated Code of Maryland*, Education Article, Sections 3-1303 and 4-107 —2014.  
*Annotated Code of Maryland*, General Provisions Article, Title 3 —2015

See also: Washington County Board of Education Operating Norms  
Washington County Board of Education Communication Processes

Policy Adopted: December 17, 1974. Amended: October 1977. Amended: December 4, 1979.  
Amended: August 29, 1989. Amended: April 3, 2001. Amended: September 18, 2012. Revised:  
January 5, 2016. Amended: August 16, 2022. [Amended:](#)  
Board of Education of Washington County