

**SPECIAL BOARD MEETINGS**

Emergency meetings may be called by the Chairperson or by action of a majority of the Board. For the purposes of this policy, an emergency is defined as a situation where immediate action is deemed to be imperative by the Chairperson. In the event of an emergency meeting, the Board will post notice of time and place of the emergency meeting as soon as possible and will also use other reasonable means to inform the public that an emergency meeting is to be held. Minutes of an emergency meeting will clearly state the need and purpose for the emergency meeting.

Special meetings may be called at any time by the Chairperson of the Board or by the action of a majority. Written notice stating the time and place of any special meeting and the purpose for which it is being called shall be given to each member of the Board at least two (2) days in advance of the meeting. Only business that is stated in the notice will be transacted at the meeting. Exceptions to this procedure would be in cases of emergency as determined by the Chairperson and/or the Superintendent. In such case of emergency, all members will be contacted by telephone.

**Legal Reference:**

RSA 91-A:2, II, Meetings Open to the Public

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2<sup>nd</sup> Review: January 20, 2009  
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