

# Springfield School District 19

Code: **BDDA**  
Adopted: 11/05/01  
Readopted: 1/08/07  
Orig. Code(s): BDDA

## Notification of Board Meetings

An agenda and information concerning regularly scheduled agenda items will be mailed to members of the Board in advance of the meeting, to serve as notification of a Board meeting. The same agenda is given to the news media and to other interested parties at the same time. Special meetings are held upon order of the chair or upon the united request of three members of the Board. For such a special meeting the clerk notifies the Board members in advance of the meeting. If a special meeting of the Board is held by common consent, notice of it must be acknowledged in writing with the signature of each Board member indicating his or her knowledge of the time and place of the meeting. Special meetings are held in the Administration Building unless another location is indicated in the call for the meeting. Special meetings require prior notice of at least 24 hours. Emergency meetings may be held without prior notice as is appropriate under the circumstances, and the minutes will explain the emergency situation.

Other items of necessity may be added to the agenda after it has been distributed to the Board.

The Board is required to keep an official journal of minutes of all of its meetings.

END OF POLICY

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### Legal Reference(s):

[ORS 192.610 - 192.690](#)

[ORS 332.045](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

### Cross Reference(s):

BDDH - Public Participation in Board Meetings