

POLICY

SOMERSET COUNTY BOARD OF EDUCATION

Date Submitted: February 16, 1999 Date Reviewed: February 21, 2006 October 21, 2008	Number: 100-17
Subject: Notification of Board Meetings	Date Approved: March 16, 1999, November 18, 2008 Date Revised: February 21, 2006, September 16, 2008 Date Effective: July 1, 1999, March 21, 2006 November 18, 2008

1. **PURPOSE**

The purpose of this policy is to provide guidelines for the proper notification of meetings.

2. **NOTIFICATION**

- A. Notice** - Reasonable notice of all meetings of the Board of Education will be given to the press, the public and Board members.
- B. Regular Meetings** - Dates of regular meetings of the Board will be provided in annual announcements and made available in printed form to the news media and the public.
- C. Special/Rescheduled Meetings** - Notification of all special and rescheduled meetings will be sent to the news media sufficiently in advance for the public to be notified. The news media will be telephoned in the event of a special meeting.
- D. Work Sessions** – Reasonable notice of any work sessions conducted for the purpose of planning and discussion without formal action will be given to the press, the public and Board Members.

The annotated Code of Maryland states, “Before meeting in a closed or open session, a public body shall give reasonable advance notice of a session.” This could be a week or one day depending on the context and the urgency to convene an open or closed session.