

## Notification of Board Meetings

The Board shall give full and timely notice to the public of any meeting of three or more Board members at which public business may be discussed or any formal action taken, including special, regular and work session meetings and retreats.

At its first regular meeting of the calendar year, the Board shall designate the public place or places at which notice of all Board meetings shall be posted. In the event such action is not taken annually, the designated public place(s) used in the previous year shall continue as the official posting site(s).

At a minimum, the Board shall cause notice of regular and special meetings and work sessions to be posted at the designated public place no less than 24 hours prior to the meeting. This notice shall include specific agenda information where possible.

Copies of the agenda shall be available to representatives of the community and staff and others at the BOCES's Administrative Office upon publication and dissemination to the Board.

The BOCES shall maintain a list of persons who, within the previous two years, have requested notification of all meetings or of meetings when certain specified policies will be discussed. These individuals will be provided reasonable advance notification of Board meetings unless the meeting is a special meeting and there is insufficient time prior to the meeting to mail notice to persons on the list.

### Notice to the Board

The executive director shall mail the agenda, together with meeting materials and the minutes of the last regular meeting, to Board members no later than 72 hours before the next regular meeting. Email is considered an acceptable substitute for US postal mail unless a Board member requires that materials be sent by postal mail.

Adopted: March 10, 2016

LEGAL REFS.: C.R.S. 22-5-105 (*meetings of the board*)  
C.R.S. 22-32-108 (2), (3) (*meetings of the board*)  
C.R.S. 24-6-402 (2)(c) (*notice of meeting "shall include specific agenda information where possible"*)

CROSS REFS.: BE, Board of Directors Meetings  
BEDB, Agenda