



## Board Meetings Policy

Providence Hall Charter School (PHCS) Board of Trustees (Board) must meet at least once each month and may act as a group only within the confines of a meeting that complies with the requirements of the Utah [Open Meeting Law](#).

### I. REGULAR MEETINGS

The Board shall hold a Regular Meeting at least once each month to conduct business.

### II. RECESSED/RECONVENED MEETINGS

- A. Recessed/Reconvened Meetings may be held at the discretion of the Board, since any legal meeting may be recessed to a specific time and place.
- B. Only items on the agenda of the meeting recessed may be acted upon at the recessed meeting.

### III. SPECIAL SESSION MEETINGS

- A. Special Session Meetings may be called by the Board Chair or at the written request of three members of the Board at any time.
- B. Special Session Meetings are meetings at which action is taken and business conducted.
- C. The time and date of a Special Session Meeting may be set during a Regular Board Meeting.

### IV. CLOSED SESSION MEETINGS

- A. Closed Session Meetings shall be held as needed or requested by Board members or staff concerning issues of
  - 1. personnel,
  - 2. negotiations,
  - 3. student appeals,
  - 4. property,
  - 5. potential litigation,
  - 6. employee appeals, or
  - 7. security.
- B. A Closed Session Meeting must appear as an agenda item and be publicly noticed as required.

### V. STUDY SESSION MEETINGS

- A. Study Session Meetings will be scheduled as needed for the Board to review and discuss pending issues.
- B. A Study Session Meeting must appear as an agenda item and be publicly noticed as required.
- C. Board action may be taken during a Study Session Meeting.
- D. Study Session Meetings shall be open to the public, and time may be provided for public comment if invited by the Board Chair.

### VI. PUBLIC HEARINGS

At its discretion or as required by state law, the Board may schedule Public Hearings for the purpose of receiving public comment on topics of high public interest or concern.

### VII. MINUTES

- A. Minutes of all types of Board meetings and any hearing shall be prepared in summary form.



- B. After official approval by the Board, summary minutes are open to the public.
- C. A verbatim transcript of proceedings will not be prepared.

**VIII. ELECTRONIC MEETINGS**

- A. The Board does not conduct any meeting or session wherein the public business is discussed or transacted through electronic means where the members are not physically assembled.
- B. However, Board members may attend and participate by electronic means in any meeting or session of the Board in accordance with this policy and Utah [Code 52-4-207](#).
  - 1. “Electronic means” is defined as attendance via telephone, video, or audio conferencing, or other electronic device.
  - 2. Board members may attend and participate by electronic means in a meeting or session only when extenuating circumstances prevent a Board member from physically attending.
  - 3. A meeting or session at which one or more Board members attend and participate by electronic means shall be open to the public, except for periods in which the Board is in closed session.
  - 4. A quorum of the Board is required to be physically present at the meeting or session location for the meeting to proceed with electronic participation from Board member(s).
  - 5. The electronic means used shall allow the public to hear any comments made by the Board member(s) participating by electronic means and allow the Board member(s) to hear the comments made by the public.
  - 6. A Board member participating by electronic means will be included in the recording of the Board meeting or session.
  - 7. A Board member who seeks to attend and participate by electronic means in a meeting or session shall notify the Board Chair at least 24 hours prior to the meeting or session and shall explain the extenuating circumstances that prevent the Board member from physically attending. If such notification is not possible under the circumstances, the Board member shall notify the Board Chair as soon as is reasonably possible of the request to attend by electronic means.
  - 8. At the commencement of the meeting or session, or at such time as any Board member initially joins electronically, the Board Chair shall identify for the record all those who are participating electronically. A Board member who attends and participates in a meeting or session by electronic means shall identify for the recording the location from which he or she is participating, those present, and the extenuating circumstances that prevented the Board member from physically attending.
  - 9. If the Board convenes in Closed Session, the Board member attending and participating by electronic means shall ensure confidentiality during that portion of the meeting.
  - 10. A Board member may attend and participate by electronic means in a maximum of two (2) meetings or sessions per school calendar year. Unless otherwise approved by the Board, additional requests to attend and participate by electronic means will be denied.

**IX. EXCEPTIONS TO THIS POLICY**

The Board suspends any provision in this policy which the state of Utah officially posts for specific stated dates due to unique circumstances (e.g., COVID-19).