

POLICY NUMBER	POLICY SERIES			
<b>1100</b>	<b>1000: BOARD of DIRECTORS</b>	EFFECTIVE DATE: <b>04/25/05</b>	REVISION DATE: 09/23/08 10/20/09 4/15/13	PAGE: <b>1 of 2</b>
SUBJECT: <b>BOARD MEETINGS</b>				

**Policy Purpose:** To provide a policy for board meetings.

**Policy Information:** Board meetings are convened to conduct business associated with the operation of Applewood Christian School and not open forums for Applewood Christian School members and associates.

- 1100.1 The Board of Directors shall meet regularly each month. When those days fall on a holiday recognized by the board, the chair shall reschedule the meeting for another day. Special meetings may be called by the president, or by the president at the request of two or more members of the Board of Directors. Only business related to the special issue may be considered at this meeting.
- 1100.2 The president, secretary, or treasurer shall preside at all meetings of the Board of Directors.
- 1100.3 The president may reschedule or cancel regular board meetings due to schedule conflict or when it appears unlikely that a quorum will be present on the regularly scheduled date.
- 1100.4 A quorum for a meeting of the Board of Directors shall consist of a majority of the members of the Board. If a quorum is not present for a meeting, the meeting shall adjourn to the call of the President. The second meeting, duly announced, which shall be held not less than one and not more than fourteen days after the first meeting at which there was no quorum present, shall have executive power to transact business regardless of the number of directors present.
- 1100.5 It is Applewood Christian School policy that board meetings, deliberations, and actions be conducted openly to Applewood Christian School members and associates.
- 1100.6 If an Applewood Christian School member and or associate would like to address the board, the member/associate may petition the board to be added to the meeting agenda. Applewood Christian School members and associates may participate in the business meetings as sanctioned by the meeting executive officer.
- 1100.7 The Applewood Christian School board has the right to meet in closed executive session as determined by the board chair and/or a minimum of two board members for certain specific situations.
- 1100.8 The Applewood Christian School board will follow a practice that presumes that all the meetings of the board and its duly appointed committees will be open unless the board or committee chair believes that closed session is necessary to carry out its duties.
- 1100.9 The regular meeting of the board shall usually begin at 6:30p.m.

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- 1100.10 If the board meets in closed executive session, during the course of a general session, minutes of the closed session shall be kept. The minutes shall record by whom the motion to go into closed session was made; the purpose of the closed executive session as stated in the motion; all subjects discussed and any actions taken in closed executive session. Minutes of closed sessions as determined will maintain confidentiality in order to protect individual names from disclosure.
- 1100.11 The meetings of the board shall be action meetings. At any action meeting, the board may consider and act on any item placed on the board agenda. The agenda for action meetings shall include items to be passed with a single motion and vote with or without discussion.
- 1100.12 Any item of new business remaining on the agenda after 9:00 PM may be carried over to the next board meeting.

Signed By:

Board President *Janet Boag*

Date: 7-20-14

Board Secretary *Michael King*

Date: 07-20-14