

nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

4. Minutes

- a. The council shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the council in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and open to public inspection during normal business hours.

5. Committees

The provisions of this policy shall apply to Committee and Subcommittee meetings at which a quorum of the Board members attends, or if the committee or subcommittee holds hearings, makes policy or takes formal action on behalf of the Board.

Adopted on: April 4, 2013

Revised on: October 9, 2014

Reviewed on:

Category: Council Operating Procedures - 5000

Policy: Meetings – 5017

1. Open Meetings

The formation of policy is public business and will be conducted openly.

2. Types of Meetings

- a. The council shall generally hold its regular meetings as adopted in an annual schedule of meetings.
- b. Special and emergency meetings may be called as provided by law.
- c. Work sessions and retreats. The council may schedule informal work sessions between regular meetings in order to provide council members and administrators with the opportunity to plan, research, and engage in discussion without taking immediate action.

Topics for discussion and study will be announced publicly. Work sessions and retreats will be conducted in open session.

3. Notice

The council shall give reasonable advance publicized notice of the time and place of each of its meetings. Such notice shall be transmitted to all members of the council and to the public. Notice of regular and special meetings shall be posted (a) on the council's website, (b) on the premises of the administration office of the ESUCC and (c) on the official Nebraska government website, at least 48 hours before the announced beginning of the meeting. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the ESUCC during the normal business hours. In addition, the executive director is authorized, but not required, to publish the notice of any meeting on the website of any member ESU or in a newspaper of general circulation within the council and the educational service units if, in the opinion of the executive director, it is convenient and useful to do so.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and that any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the