

## By-Laws

**SUBJECT: REGULAR MEETINGS OF THE BOARD OF COOPERATIVE  
EDUCATIONAL SERVICES**

All Board meetings must be open to the public except those portions of the meetings which qualify as executive sessions. A "meeting" is defined as an official convening of a public body for the purpose of conducting public business and a "public body" is defined as an entity of two (2) or more persons which requires a quorum to conduct business, including committees and subcommittees. Reasonable efforts shall be made to ensure that all meetings are held in an appropriate facility which can adequately accommodate any and all members of the public who wish to attend.

Whenever such a meeting is to take place, there must be at least seventy-two (72) hours advance notice in accordance with the provisions of the Open Meetings Law. Notice of other meetings shall be given as soon as is practicable in accordance with law. When the BOCES has the ability to do so, notice of the time and place of a meeting shall be conspicuously posted on the BOCES' internet website.

If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.

Regular meetings of the Board shall take place on the day and time designated by the Board at the Annual Organizational Meeting, except as modified at subsequent meetings of the Board.

In the event that a meeting date falls on a legal holiday, interferes with other area meetings, or there is an inability to attend the meeting by Board members to the extent that a quorum would not be present, the Board shall select a date for a postponed meeting at the previous regular meeting, and shall direct the Clerk to notify all members.

Any meeting of the Board may be adjourned to a given future date and hour if voted by a majority of the Board present.

- a) Notwithstanding the foregoing, the Board shall in no event meet less than once each quarter.
- b) All official business must be conducted with a quorum present and all decisions made on the basis of a majority vote of the entire Board membership.
- c) An agenda shall be prepared by the District Superintendent prior to the meeting. For regular meetings, the agenda shall be distributed at least 48 hours prior to the meeting.

The District Superintendent and members of his/her staff at the District Superintendent's discretion shall attend all meetings of the Board. The District Superintendent shall attend all executive session meetings of the Board except those that concern his/her evaluation and salary determination. The Board may request the attendance of such additional persons as it desires.

(Continued)

2012

1431  
2 of 2

By-Laws

**SUBJECT: REGULAR MEETINGS OF THE BOARD OF COOPERATIVE  
EDUCATIONAL SERVICES (Cont'd.)**

Public Officers Law Article 7

NOTE: Refer also to Policy #1436 -- Special Meetings of the Board

Adopted: 7/10/12