

Meetings of the Board

All meetings of the Board of Education shall be public meetings and shall be open to the public at all times, with exception of closed sessions as described in Iowa Code.

Advance public notice of the time, date, and place of each meeting, and the tentative agenda shall be given at least 24 hours prior to the meeting, posted at the administration building (the Forum) and on the District's web site (www.dbqschools.org). When it is necessary to hold an emergency meeting without notice, the nature of the emergency shall be stated in the minutes.

Regular Meetings

Regular meetings of the Board shall be held at the Forum, 2300 Chaney Road, on the second Monday of each month at 5:30 p.m., with the exception of election years (odd numbered years) in November, when the Board meeting shall be held on the first Monday following the election.

Organizational Meetings

At the organizational meeting of the Board, held at the first regular meeting after the canvass of votes of the November election (in odd numbered years), the Board shall be called to order by the Secretary acting as temporary chairperson.

The first order of business shall be to administer the oath of office to any new members. The Board President and Vice President are each elected to a one-year term at the organizational meeting in odd-numbered years.

Annual Meetings

Although there is an annual meeting every year, there is a requirement to elect the Board President and Vice President to a one-year term in even numbered years. That election is accomplished in the organizational meeting in odd numbered years, following the canvass of the school board election. The annual meeting in the even numbered years, when there is no school board election, should be essentially one-year after the organizational meeting following the election in the odd numbered years, in order to meet the requirements of a one-year term for board officers.

At a regular or special meeting held after August 31, but before the organizational meeting in odd numbered years, the Board shall examine the books of the Treasurer for the year ending on the 30th day of June preceding, and transact such other business as may properly come

before it. The Treasurer shall furnish the Board with a statement from each depository showing the balance.

Special Meetings

Special meetings of the Board may be called at any time by the President or by the Secretary of the Board, or as determined by the Superintendent in conjunction with the Board President, or by a majority of the Board members.

Written notice, stating the time and place of any special meeting and the purpose for which it is called, shall be made available to each member. No business other than that stated in the notice shall be transacted at such meeting.

Electronic Meetings

The Board may conduct a meeting by electronic means such as a telephone conference call only “in circumstances where such a meeting in person is impossible or impractical.” Public access to the conversation must be provided “to the extent reasonably possible.” Public notice must be given for the electronic meeting and minutes kept, which include the reason for not holding a meeting in person.

Closed Meetings

The Board may hold a closed meeting only by affirmative public vote of either two-thirds of the members of the body or all of the members present at the meeting. The Board may hold a closed meeting for any of the reasons listed in Chapter 21.5 of the Iowa Code.

The reason for the closed meeting shall be entered in the minutes, but the statement of such reason need not state the name of any individual or the details of the matter discussed. No formal action of any kind may be taken in a closed meeting.

Strategic Plan Update Meetings

Strategic Plan update sessions shall be held on the fourth Monday in October, February and May at 5:30 p.m. at the Forum.

Work Sessions

Work sessions may be held by the Board as a committee-of-the-whole or by any of the standing committees to investigate and study matters of Board concern.

Adopted: May 8, 1989
Revised: October 8, 2018
Revised: December 14, 2020
Revised: January 10, 2022