

NEW PROCEDURE

491P

Page 1 of 1

COMPLIANCE AND RISK MANAGEMENT

Open Public Meetings

All meetings, including study sessions and retreats, must be advertised in the Benefit Trust section on the Everett Public Schools' web page as meetings that are open to the public. If the Trust wishes to devote all or most of a special meeting to an issue(s) to be discussed in executive session (Policy #491), the special meeting should be called to order and then recessed to an executive session. The purpose of the executive session should be announced and recorded in the minutes (e.g., personnel matters and litigation).

All regular meetings must be held within the District boundaries. Special meetings may be held outside the District with proper notice of the time and location.

Meeting Notices

A regular meeting does not require a public notice if held at the time and place provided by board policy. If the Trust does not meet at its regular location, the meeting should be treated as a special meeting. Each Trustee should receive a printed agenda twenty-four hours in advance of the meeting.

While other items of business may be discussed at a special meeting, no final action can be taken on topics, which have not been identified on the published agenda. If an item is to be discussed in executive session in accordance with policy #491, the item of business must also appear on the agenda if final action is to be taken following the executive session.

The Trust may recess a regular, special or recessed meeting to a specific future time. Notice of such a recess and continuation must be posted at or near the door of the meeting room.