

## **BYLAWS OF THE BOARD**

### **Board Meeting Rules and Procedures**

The official business of the school district that the board is authorized to perform shall be conducted only at a duly called meeting, with appropriate notice given as provided by law, and in particular Act No. 267 of the Michigan Public Acts of 1976. 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 Act. Notice of other meetings shall be given as soon as is practicable in accordance with law.

No action shall be valid unless voted on at a meeting by a majority vote of the members elected to and serving on the board and a proper record made of the vote.

A proper record of board proceedings shall be kept and signed by the secretary. In the absence of the secretary, the president shall appoint a temporary secretary who shall sign the minutes of the meeting. The vice president shall act in the absence of the president.

See Also Board Policies:

9361: Board of Education Meetings Held in Public

9368: Procedures for Meetings

Policy

Adopted: 05-09-77

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