

## SUNSHINE LAW POLICY

### Section 1. General

**Section 1.1** It is the public policy of the Hawthorn Leadership School for Girls that meetings, records, votes, actions and deliberations of the Board of Directors shall be open to the public unless closed as authorized by law.

### Section 2. Notification of Meetings

**Section 2.1** The Secretary of the Board of Directors has the responsibility to post notice of Board meetings.

**Section 2.2** Notice of all Board meetings shall be given at least twenty-four (24) hours in advance of the meeting, exclusive of weekends and holidays when Hawthorn is closed, unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given. The nature of the good cause must be stated in the minutes of the open meeting.

**Section 2.3** The notice shall be posted on a bulletin board or other easily accessible public place clearly designated for that purpose at the administrative offices at Hawthorn.

**Section 2.4** *Open Meetings.* Public notice of an open meeting will include the time, date, place and a tentative agenda advising the public of the matters to be considered.

**Section 2.5** *Closed meetings.* Public notice of a closed meeting will include the time, date and place of the meeting and the specific statutory exemption under which the meeting will be closed.

**Section 2.6** *Electronic meetings.* If the meeting will be conducted by telephone or other electronic means, the notice of the meeting shall identify the mode by which the meeting will be conducted and the designated location where the public may observe and attend the meeting, if open. If the meeting will be conducted by Internet chat, Internet message board or other computer link, a notice of the meeting shall be posted on Hawthorn's website, in addition to other postings, and shall notify the public how to access that meeting, if open.

### Section 3. Meetings

**Section 3.1** *Regular Meetings.* The Board shall hold its annual meeting in June of each year, and shall conduct regular meetings throughout the year to transact business as deemed necessary for the smooth operation of Hawthorn.

**Section 3.2** *Special Meetings.* Special Board meetings may be held from time to time as circumstances may demand. Special meetings of the Board may be held on the call of the Board President. A special meeting may also be called by a majority of the Board. Each member shall

be notified of the time, place and purpose of the meeting at least twenty-four hours in advance of the meeting, or a reasonable amount of time if twenty-four hours is impossible or impractical.

**Section 3.3** Audio, video and other electronic recordings of open meetings are allowed by law, but the Board may establish guidelines regarding the manner in which such recordings are conducted in order to minimize disruption to the meeting. Recording a closed meeting is prohibited, unless permission has been explicitly granted by the Board.

**Section 3.4** Board members may participate electronically in meetings as allowed by law.

#### **Section 4. Participation by Public**

**Section 4.1** A designated period of time may be provided for public comments at all regular Board meetings. The Board is very interested in patron viewpoints and concerns; however, patrons are encouraged to work through problems at the school and administrative levels before coming to the Board. Except as otherwise permitted by the Board, remarks may be limited to three minutes and to one appearance, thus allowing a maximum number of participants in the allotted time period in which patrons are to speak to issues. Questions directed to the Board may not always be answered immediately. All questions will be responded to by an appropriate person as soon as possible.

**Section 4.2** Persons who wish to suggest items for the agenda should contact the Executive Director.

#### **Section 5. Closed Meetings, Records and Votes**

**Section 5.1** The Board may vote to conduct closed session meetings in accordance with the Sunshine Law. The motion and vote to authorize closed session must occur in open session. The motion will include the specific reason for closing the meeting with reference to a specific section of the statute, and the vote on the motion must be taken by roll call and entered into the minutes. The motion will pass if a majority votes in the affirmative.

**Section 5.2** In the event a motion is made to close a meeting, and a Board member believes that the motion would violate the Sunshine Law if passed, the Board member may state his or her objection to the motion before or at the time the vote is taken. The objection will be entered in the minutes. Once the objection has been made, the Board member shall be allowed to fully participate in the meeting even if it is closed over the member's objection. If the Board member voted against the motion to close the meeting, record or vote, the recorded objection and the vote constitute an absolute defense to any claim filed against the Board member pursuant to the Sunshine Law.

**Section 5.3** The Board hereby closes all meetings, records, and votes to the extent authorized by law.

## **Section 6. Custodian of Records and Records Requests**

**Section 6.1** The Board of Directors designates the Head of School as the custodian of records for Hawthorn Leadership School for Girls.

**Section 6.2** Requests for records should be put in writing and directed to the custodian of records. The custodian of records is responsible for responding to such requests in accordance with the requirements of the Sunshine Law.

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