

**BOARD OF DIRECTORS**

**Series 200**

Policy Title \_\_\_\_\_ Special Meeting \_\_\_\_\_

Code No. \_\_\_\_\_ 210.03 \_\_\_\_\_

It may be necessary for the board to conduct a special meeting in addition to the regularly scheduled board meeting. Special meetings may be called by the president of the board or by the board secretary at the request of a majority of the board. Should a special meeting be called, public notice will be given.

If the special meeting called is an emergency meeting and the board cannot give public notice in its usual manner, the board will give public notice of the meeting as soon as practical and possible in light of the situation. Emergency meetings will only be held when an issue cannot wait twenty-four hours necessary for a special meeting. The reason for the emergency meeting and why notice in its usual manner could not be given will be stated in the minutes.

Only the purpose or issue for which the special meeting was called may be discussed and decided in the special meeting. The board will strictly adhere to the agenda for the special meeting and action on other issues will be reserved for the next regular or special board meeting.

**Legal Reference:**

Iowa Code §§ 21.3, .4; 279.2 (2011).  
1980 Op. Att’y Gen. 148.

**Cross Reference:**

200.01 Organization of the Board of Directors  
210 Board of Directors’ Meetings

Date of Adoption: \_\_\_\_\_ January 16, 2012 (Revised) \_\_\_\_\_

Related Administrative Rules and Regulations: \_\_\_\_\_