



C.S. LEWIS ACADEMY

Instilling Accountability, Responsibility, Respect

364 North SR 198 Santaquin, Utah 84655
Phone: 801.754.3376 Fax: 801.754.3102

Submission Policy

Open Meetings

This is the convening of the Board of Trustees for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the Board has jurisdiction or advisory power. A Board meeting may not be convened without a quorum present, whether in person or by means of electronic communications, and may include a work meeting or a closed meeting. A board meeting does not include chance or social encounters by Board members or informal gatherings in which Board members do not appropriate funds for expenditure and which are convened solely for the discussion or implementation of administrative or operational matters for which no formal Board action or discussion is required.

Notice Requirements

- The Board shall give public notice at least once each year of its annual Board meeting schedule. The notice shall specify the date, time, and place of each Board meeting scheduled for the upcoming year.
- In addition to the annual notice the Board shall also give at least twenty-four hours public notice of the agenda, date, time, and place of its meetings. Public notice is satisfied by posting notice on the Utah Public Notice Website, posting notice at C.S. Lewis Academy.



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Agenda

- The agenda for all Board meetings shall provide reasonable specificity to notify the public as to the topics to be considered at the meeting. Each topic shall be listed under an agenda item on the meeting agenda in a manner which identifies the subject of discussion.
- The Board Chair shall prepare the agenda after consulting with the Director.
- Recommended agenda items may be submitted by administrative staff members.
- The agenda, together with supporting materials, shall be distributed to Board members prior to the meeting to permit them to give items of business careful consideration.

EMERGENCY MEETING

If unforeseen circumstances make it necessary for the Board to hold an emergency meeting to consider matters of an emergency or urgent nature, the Board may disregard the public notice requirement. However, the Board must give the best notice practicable of the time and place of the emergency meeting and the topics to be considered. An emergency meeting may not be held unless an attempt has been made to notify all Board members and a majority of the members approve the meeting. If an emergency meeting needs to be called the board secretary will post the agenda with a minimum of 24 hours' notice as required by law.



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