

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #5

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FILED IN THE OFFICE OF
THE SECRETARY OF STATE
THIS DATE June 5 1991
ADMINISTRATIVE LAW DIVISION

NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW

AGENCY: West Virginia Board of Education TITLE NUMBER: 126

CITE AUTHORITY: W. Va. Code 28-2-5

RULE TYPE: PROCEDURAL INTERPRETIVE

EXEMPT LEGISLATIVE RULE
CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES , NO

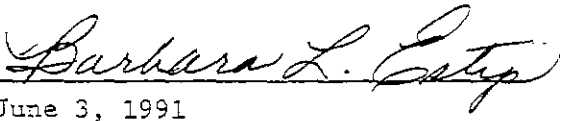
IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: 3 (Policy 1241)

TITLE OF RULE BEING ADOPTED: Notice and Conduct of Meetings

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS July 15, 1991


June 3, 1991

PROCEDURAL RULE -
WEST VIRGINIA BOARD OF EDUCATION
CHAPTER 18-2
SERIES ~~3~~ 3
Policy 1241

Title: Notice and Conduct of Meetings

Section 1. General

1.1 Scope - This procedural rule establishes requirements for notice of general and special meetings and general rules for conduct of said meetings.

1.2 Authority - W.Va. Code 28-2-5.

1.3 Filing Date - June 3, 1991

1.4 Effective Date - July 15, 1991.

Section 2. Preface

2.1 WHEREAS, The Constitution of West Virginia provides in Article II, Section 2, that: "the powers of government reside in all the citizens of the State, and can be rightfully exercised only in accordance with their will and appointment;"

2.2 WHEREAS, This constitutional mandate is reiterated in various forms in Sections 1, 2, 3, 10, 16 and 20 of Article III of the Constitution of West Virginia;

2.3 WHEREAS, The West Virginia Legislature has provided in Article 9A of Chapter 6 that all regular and special meetings of governing bodies shall be open to the people of the State and that the people shall be given reasonable advance notice of the time, date and location of their being convened: Provided, however, that governing bodies may hold executive sessions as part of duly convened regular, special or emergency meetings under certain circumstances as specified in Section 4, Article 9A, Chapter 6, of the West Virginia Code;

2.4 WHEREAS, The Legislature has provided in Section 3, Article 9A, Chapter 6, of the West Virginia Code that:

Each governing body shall promulgate rules by which the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings are made available, in advance, to the public and news media, except in the event of an emergency requiring immediate official attention; and,

2.5 WHEREAS, The Legislature, in Section 1, Article 1, Chapter 29B, of the West Virginia Code has:

. . . declared [it] to be the public policy of the State of West Virginia that all persons are, unless otherwise expressly provided by law, entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees; and,

2.6 WHEREAS, The West Virginia Board of Education, in pursuance of Article XIII of the Constitution of West Virginia, recognizes that it has a responsibility to see that the people of the State are thoroughly, efficiently and freely educated, and that this responsibility takes many forms.

Section 3. Notice of Meetings

NOW, THEREFORE, Be it resolved that:

3.1 The West Virginia Board of Education shall meet at the State Capitol or at some other place convenient to the people of the State.

3.2 Regular meetings shall be held on the second Thursday and Friday of each month, the Thursday meeting convening at 1:30 p.m., the Friday meeting convening at 9:00 a.m., in Room No. B-353, Building No. 6, State Capitol: Provided, however, that the State Board may, upon due notice to the public, change the time, date and location of its regular meetings.

3.3 Special meetings may be held at such other times as may be necessary, such meetings to be held upon the State Board's own resolution or at the call of its president.

3.4 Notice of all regular, special and emergency meetings shall be given through the regular public information services--including newspapers of the State, wire services, radio and television--at least one week in advance of all regular meetings, and a reasonable time in advance of all special and emergency meetings.

3.5 The notice given of any meeting shall include the time, date and place it is to be convened; the notice given of any special meeting shall also include a statement of its purpose.

3.6 The public will be provided copies of the agenda of any meeting on the day it is held and before it has been convened.

3.7 The minutes of the West Virginia Board of Education will be open to inspection by any member of the public, as provided by West Virginia Code 29B-1-1, et seq.

Section 4. Conduct of Meetings

BE II FURTHER RESOLVED, That the West Virginia Board of Education recognizes that:

4.1. All meetings must be open to the public, although the State Board may, either on its own initiative or upon the request of an interested party, hold an executive session during a regular, special or emergency meeting after its presiding officer has identified the authorization under Article 9A of Chapter 6 for the holding of such executive session and has presented it to the governing body and to the general public, as required by Section 4, Article 9A, Chapter 6, of the West Virginia Code.

4.2 Persons desiring to address the State Board of Education are encouraged to make arrangements in advance with the State Superintendent or the President of the Board. However, advance arrangements are not necessary, as such person may sign in prior to the scheduled commencement of any regular or special meeting. Any speaker shall provide his/her name, mailing address, telephone number(s) and the subject to be addressed. Presentations shall be limited to seven to ten minutes, unless otherwise designated by the State Board. Delegations are encouraged to use a spokesperson to present their concerns or proposals.

Delegations will be heard during the early part of the agenda during the Board's conference session. However, the Board may choose to schedule the presentation of a delegation to coincide with a topic on the agenda, and may limit the total period of time to be devoted to comment on a particular issue or agenda item.

4.3 Although inquiry, consultation and discussion may be had in an executive session, no decisions (as defined in Section 2, Article 9A, Chapter 6, of the West Virginia Code) may be made in an executive session.

4.4 For purposes of this policy statement, the State Board of Education shall also mean the State Board of Vocational Education as designated by Section 2, Article 10A, Chapter 10, of the West Virginia Code, and the business of the State Board of Vocational Education shall be conducted in the same manner as that specified in this policy statement for the State Board of Education.

4.5 This policy statement amends the policy statement filed by the Board of Education in the Secretary of State's office on the 9th day of June, 1978. Until this statement becomes effective in accordance with the provision of Section 2, Article 1, Chapter 29A, of the West Virginia Code, the original policy statement promulgated by the State Board of Education shall remain in full force and effect.

5-21-87

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KEN HECHLER
Secretary of State

MARY P. RATLIFF
Deputy Secretary of State

ROBERT E. WILKINSON
Deputy Secretary of State

CATHERINE FREROTTE
Executive Assistant

Telephone: (304) 345-4000
Corporations: 342-8000



STATE OF WEST VIRGINIA
SECRETARY OF STATE
Charleston 25305

WILLIAM H. HARRINGTON
Chief of Staff

JUDY COOPER
Director, Administrative Law

DONALD R. WILKES
Director, Corporations

SHEREE COHEN
Special Assistant

(Plus all the volunteer
help we can get)

TO: Barbara Estep

AGENCY: Dept. of Education

FROM: JUDY COOPER, DIRECTOR, ADMINISTRATIVE LAW DIVISION

DATE: May 1, 1992

THE ATTACHED RULE RECENTLY FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF THE RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 3 TITLE: 126 Dept. of Education 1241

* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: _____

TITLE OF PERSON SIGNING: _____

DATE: _____

marked in red

* THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. THE CORRECTIONS HAVE BEEN MARKED.

SIGNED: Barbara L. Estep

TITLE OF PERSON SIGNING: Sec. to WV Bd of Educ.

DATE: May 14, 1992