

The Brevard Academy- A Challenge Foundation Academy (BA-CFA) board affirms the public policy of this State that hearings, deliberations and actions of public bodies be conducted openly.

### ***APPLICABILITY***

All “public bodies” holding official meetings must comply with the requirements of the open meetings law in Article 33C of Chapter 143 of the General Statutes. The term “public bodies” includes the board, any committees of the board, school improvement teams and, as defined by law, any other committee of two or more members that exercises or is authorized to exercise a legislative, policy-making, quasi-judicial, administrative or advisory function, unless the committee or group is solely comprised of professional staff.

### ***COMPLIANCE***

The secretary to the board shall provide required notice and record and maintain minutes of all official meetings of the board. Board committees or committees appointed by the board shall also provide required notice and record and maintain minutes of all meetings. The school director or designee shall be responsible for compliance with the open meetings law by school improvement teams or any other public bodies at the school level.

#### **1. Notice**

Notice will be given in accordance with law for all regularly scheduled meetings, emergency meetings and any other meetings, such as public hearings, work sessions, electronic meetings or retreats. Due notice of all meetings of the Board will be given to the press, the public, and Board Members.

#### **2. Minutes**

For all official meetings, whether held in open or closed session, minutes will be recorded and maintained in accordance with all legal requirements.

#### **3. Closed Sessions**

Closed sessions will be held only when required to permit the board to act in the public interest and as permitted by law. A motion to go into closed session must be made and adopted in open session in accordance with the requirements of G.S. 143-318.11(c) and policy 2321, Closed Sessions.