



BEA-G Board Meetings and Executive Sessions

All meetings of Colorado Early Colleges' (CEC) Governing Board (the Board) shall be open to the public except when, at any regular or special meeting, the Board proceeds into Executive Session upon a two-thirds majority vote of the quorum present.

The Board shall not make final policy decisions; adopt or approve any resolution, policy, or regulation; or take formal action of any kind during an Executive Session.

- Regular Board Meetings
 - Board meetings shall be held not less than once a month (except June). The Board will pass a resolution outlining the dates and locations of each regular meeting. Adequate notice will be given in the event of a change in time or place of Board meetings.
 - Regular Board meetings may be held at any CEC location. A yearly schedule will be posted on the CEC website.
- Special Board Meetings
 - Special Meetings of the Board may be called by the Board President at any time and shall be called by the Board President upon the written request of any three Board members.
 - The Board Secretary, or designated appointee, shall be responsible for giving email notice of any Special Meeting to each Board member at least 24 hours in advance. The notice must contain time, place, and purpose of the meeting.
 - Any member may waive notice of a Special Meeting at any time before, during, or after such meeting, and attendance at a Special Meeting shall be deemed to be a waiver.
 - No business other than that stated in the notice of the meeting shall be transacted unless the item is reasonably related to the subject matter on the notice or all Board members are present, and all Board members consent to consider and transact other business.
- Work Sessions and Retreats
 - The Board, as a decision-making body, is confronted with a continuing flow of problems, issues, and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming, and thoughtful discussion without action. Therefore, from time to time, the Board may schedule work sessions or retreats, which shall be open to the public. No action shall be taken during such sessions. Public notice of the session, including the topics for discussion and study, shall be provided.
- Board Meeting Conduct
 - To ensure that Board meetings are conducted with maximum effectiveness and efficiency, Board members and all guests will:

- Come prepared to the meetings.
 - Speak only when recognized by the Board President.
 - Not interrupt each other.
 - Not engage in side conversations.
 - Not repeat what has already been said.
 - Not “play to the audience” or monopolize the discussion.
 - Support the Board President’s efforts to facilitate an orderly meeting.
 - Communicate openly and actively in discussion and dialog to avoid surprises.
 - Encourage equal participation of all members.
 - Practice respectful body language.
- The Board will use a consent agenda as a means to expedite the disposition of routine matters and dispose of other items of business it chooses not to discuss.
- An item may be removed from the consent agenda upon approval of a majority of the Board members present and voting.
- All Board meetings will be recorded with exceptions as noted under Executive Sessions.
- Executive Sessions
 - The Board President will state that the Board is entering Executive Session, identify which meeting participants are invited to stay for Executive Session, cite the specific Colorado Revised Statute(s) (C.R.S.) to be addressed in Executive Session, and note the particular issue to be discussed in as much detail as possible without compromising the purpose for which the Executive Session is authorized.
 - The Governing Board may hold an Executive Session for the sole purpose of considering any of the following matters:
 - Purchase, acquisition, lease, transfer, or sale of any real, personal or other property. However, no Executive Session shall be held to conceal the fact that a member of the Board has a personal interest in such property transaction. C.R.S. 24-76- 402(4)(a).
 - Conferences with an attorney for the purpose of receiving legal advice on specific legal questions. C.R.S.24-6-402(4)(b). The mere presence or participation of an attorney at an Executive Session shall not be sufficient to satisfy this requirement.
 - Matters required to be kept confidential by federal or state law or regulations. C.R.S. 24-6-402(4)(c). An announcement will be made indicating the specific citation to state or federal law which is the reason the matter must remain confidential.
 - Specialized details of security arrangements or investigations. C.R.S. 24-6-402(4)(d).
 - Developing strategy for negotiations, instructing negotiators, and determining positions relative to matters that may be subject to negotiation. C.R.S. 24-6-402(4)(e).
 - Personnel matters, except if an employee who is the subject of an Executive Session requests an open meeting. If the personnel matter involves more than one employee, all of the employees must request an open meeting. Discussion of personnel policies that do not require discussion of matters specific to particular employees are not considered “personnel matters”. C.R.S. 24-6-402(4)(f)
 - Consideration of any documents protected under the mandatory

nondisclosure provision of the Open Records Act, except that consideration of work product documents subject to the governmental or deliberative process privilege must occur in a public meeting, unless an Executive Session is otherwise allowed. C.R.S. 24-6-402 (4) (g).

- Consideration of any documents protected by the mandatory nondisclosure provisions of the Open Record Act. C.R.S. 24-6-402(4)(g).
- If the personnel matter involves more than one employee, all of the employees must request an open meeting. The Teacher Employment, Compensation, and Dismissal Act shall prevail in teacher dismissal hearings. (It provides that a dismissal hearing shall be open unless either the administration or employees requests the hearing be closed.)
- Only those persons invited by the Board may be present during any Executive Session regardless of the topic of the session (including personnel matters).
- Executive Sessions will be recorded, except when conferencing with an attorney for the purpose of receiving legal advice on specific legal questions. C.R.S.24-6-402(4)(b), or when discussing an individual student matter. Recordings of Executive Sessions will be kept on file for 90 days following the session.
 - The electronic record must include the specific statutory citation to the Executive Session law that allows the Board to meet in Executive Session.
 - The Board is not required to make an electronic or written record of the discussion that occurs in the Executive Session if it constitutes privileged attorney-client communication.
 - If no electronic recording is made because the discussion constitutes a privileged attorney-client communication, this must be stated on the electronic recording, or the attorney representing the Board must provide a signed statement attesting that the portion of the Executive Session that was not recorded constituted a privileged attorney-client communication.
 - The Board should put a procedure in place to assure that the recording of any Executive Session is routinely destroyed once the 90-day deadline expires.
- Virtual CEC Governing Board Meetings
 - The Board can hold virtual board meetings due to inclement weather or a health emergency, such as an infectious disease, when in-person meetings are determined to be unsafe. Board members who are not able to join the in-person meeting for any reason may join the meeting electronically.
 - The Board will select and use a virtual meeting tool for all remote meetings that all Board members and members of the public may use to attend and participate in Board meetings. The link to the virtual meeting and a call number will be included within the notice.
 - Board members participating electronically in Board meetings, via video or phone, will count as present and towards the quorum.
 - The virtual meeting link will be included on that month's Board meeting agenda or the special meeting notice. The Board meeting agenda will be posted to the CEC website, under Governing Board, at least 24 hours in advance of the Board meeting.

- To ensure that the virtual Board meeting is conducted in a professional and efficient manner:
 - Board members should have their video on.
 - Board meeting guests should only turn on their video when addressing the Board.
 - All Board meeting participants should mute their microphones when not talking.
 - When appropriate, Board members and guests can utilize chat features or the “raised hand” option, when wanting to address/ask a question of the Board.
- The Board President shall grant permissions, as requested, to share computer screens during a Board meeting.
 - All documents shared during a Board meeting should be emailed to the Board Secretary, or designee, at least one week prior to the meeting so all documents can be shared with the Board President prior to the meeting.
- The Board President will ask all those in attendance, not explicitly invited into Executive Session, to leave the meeting when a motion to move into Executive Session is made.
 - The Board Secretary, or designee, will monitor who has or has not left the meeting and inform the Board President when only those invited into Executive Session remain online.

Additional Legal References:

C.R.S. § 22-32-108 (board meetings)

C.R.S. § 22-32-108 (5) (d) (Executive Session minutes)

C.R.S. § 24-6-401, et seq. (open meetings law)