9.1 Defined

A meeting is defined as any kind of gathering, including telephone calls, of three (3) or more members of the Board of Trustees, held to discuss public business.

9.2 Meeting Types

a. Board Meetings. Meetings of the Board of Trustees are sessions held to consider public business and take formal action.

i. The Board shall meet in regular session on the second and fourth Tuesdays of each month in Board Chambers, beginning at 7:00 p.m. By motion, the Board may, from time to time, alter the foregoing schedule.

ii. The Board may meet in special session, scheduled no sooner than twenty-four (24) hours from the time it is called, to consider items of business that require the immediate or special attention of the Board of Trustees. The special session shall be called by either motion at a regular meeting, or by the Mayor and any three (3) members of the Board of Trustees, as evidenced by signatures on a notice and call of special meeting, and a notice to all members of the Board of Trustees, **personally served or left at his or her usual place of residence**, by telephone or by electronic transmission by the Town Clerk.

b. Work sessions. Work sessions of the Board of Trustees are sessions held to consider public business and take no formal action.

The regular work sessions of the Board of Trustees shall be held on the first and Third Tuesdays of each month in the Board Chamber at the Town Hall, beginning at 5:00 p.m. By motion, the Board of Trustees may from time to time alter the foregoing schedule. Special work sessions may be scheduled in the same manner as provided for special Board meetings.

c. Adjourned Meetings. If at a regular or special meeting, the Board is unable to complete its work, an adjourned meeting can be scheduled for a later time to take up its work at the point where it was interrupted, provided that no adjournment shall be for a longer period than until the next regular meeting. No meeting will be adjourned during a public hearing; however, a public hearing may be continued.

Executive Sessions. The Board may, upon the affirmative vote of two-thirds (2/3) of the quorum present, hold an executive session for the purpose of discussing matters allowed by law. Executive sessions are limited to the following situations: discussion of the purchase or sale of real or personal property; receiving legal advice from the attorney; confidential matters under State or Federal Law; security arrangements or investigations; negotiations; personnel matters; and discretionary documents protected under the open records act.

No vote can be taken nor decision made in an executive session.

9.3 Meetings to be Public

All official meetings of the Board of Trustees, except Executive Sessions, shall be open to the public and the media, freely subject to recording by radio, television, and photographic devices at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings. Members of the public shall have a reasonable opportunity to be heard under such rules and regulations as the Board may prescribe.