

### How to know when and where the LSC meets and what business they will conduct

*LSCs are supposed to...*

- ▶ hold their organizational meeting every year between July 1 and 14<sup>th</sup> to elect officers and set their regular calendar of meetings for the coming year
- ▶ permanently post that schedule in the school office
- ▶ post the agenda for every meeting at least 48 hours prior to the meeting
- ▶ meet in the school or other public place

### How to participate

*LSCs are supposed to...*

- ▶ conduct all meetings in public unless the business being discussed falls under the list of items exempted by the Open Meetings Act (OMA)
- ▶ take all votes in public
- ▶ only go into closed session after a motion is made which states the specific OMA exemption allowing the closed session
- ▶ include time on the agenda for public comment at least twice a year
- ▶ conduct any LSC committee meetings in accordance with the OMA

*Although not required to, most LSCs...*

- ▶ meet at least once a month
- ▶ hold additional special meetings from time to time
- ▶ allow public comment at every meeting rather than just twice a year
- ▶ limit public comments to two or three minutes each

*... and some LSCs...*

- ▶ have committees which are open to non-LSC members
- ▶ allow the public to comment on LSC actions before each vote

### What to do if...

*...you are told the LSC meeting is not open to the public*

- state that you know LSCs must operate according to the Open Meetings Act and ask for the specific exemption to the OMA the LSCs is using to justify a closed meeting

*...the LSC cancels its meeting because there's no quorum (which is always 6 members for elementary school LSCs and 7 members for high school LSCs)*

- state that you know LSCs can't vote on anything without a quorum but can discuss business and that you would like to be able to speak