**BOARD OF DIRECTORS**

**Official Actions 2540**

Official actions may be taken only at a regular or special meeting of the Board. In cases of emergency, the administrator or president may poll members individually on actions to be taken, but such actions shall be officially ratified at the next board meeting. A board member or group of board members, as individuals, shall not give a decision on matters affecting the operation of Educational Service Unit 2 to residents, patrons, teachers, employees, pupils, or persons having business with the Board when not at a regular or special meeting, unless authorized by the Board to do so.

It is recommended general practice, whenever a board member is approached by an ESU 2 area patron, employee, or person having business with the ESU that the board member urges the person to discuss the matter with the ESU administrator.

The board member should be willing to listen to such requests or concerns, but should not commit him or herself to a course of action until the matter is presented at a Board meeting.

Date of Adoption: 09/17/2001

Date of Review: 02/19/2024

Date of Revision: 10/20/2014