

Tennessee School Boards Association

Monitoring: Review: Annually, in September	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date:
		Rescinds:	Issued:

1 The Board will transact all business at official meetings which may be either regular or special.
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3 Every meeting of the Board, except with the attorney to discuss pending or threatened litigation, will
4 be open to the public.¹ Open meetings will be physically accessible to all students, employees, and
5 interested citizens.³
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7 No one shall bring a camera, camcorder or other photographic equipment to Board meetings without
8 the consent of the Board.⁴
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10 **REGULAR MEETINGS**
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12 Regular meetings of the Board shall be held on the (Day of the month) .
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14 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled
15 by the chair.
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17 **SPECIAL MEETINGS**
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19 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
20 meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools re-
21 quire it, or when requested to do so by a majority of the Board.²
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23 Only business related to the call of the meeting, and details related to agenda items shall be discussed
24 or transacted by the Board at a special meeting.
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26 **ELECTRONIC ATTENDANCE**
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28 Absent Board members may attend a regular or special meeting by electronic means if the member is ab-
29 sent because of work, a family emergency, or the member's military service. If a board member is absent
30 due to military service, he/she may participate electronically as often as he/she is able to do so. However,
31 a board member may not participate electronically more than two (2) times per year for absences due to
32 work and/or family emergencies.
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34 *General Requirements⁵*
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36 The following requirements apply to all electronic attendance, regardless of the reason for the member's
37 absence:
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39 1. A quorum of the Board must be physically present at the meeting in order for any member to attend
40 electronically.
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- 2. Any member wishing to participate electronically must do so using technology which allows the Chair to visually identify the member.
- 3. The responsibility for the connection lies with the member wishing to participate electronically. No more than three (3) attempts to connect shall be made, unless the Board chooses to make additional attempts.

Work Related Absence

The following requirements apply to electronic attendance due to a work related absence:

- 1. The Board member must be absent from the county due to work.
- 2. The member wishing to participate must give the Chair and director at least five (5) days notice prior to the meeting of the member's desire to participate electronically.

Family Emergency

The following requirement applies to electronic attendance due to a family emergency:

- 1. The member must be absent due to the hospitalization of the member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-law, daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother-in-law, or sister-in-law.

Legal References:

- 1. Tenn. Code Ann. § 8-44-102
- 2. Tenn. Code Ann. § 49-2-202(c)(1)
- 3. 28 CFR § 36.201(a); 36.202
- 4. OP Tenn. Atty. Gen. 95-101 (Oct. 2, 1995)
- 5. Tenn. Code Ann. § 49-2-203(c)

Cross References:

- School Board Legal Status and Authority 1.100
- Section 504 & ADA Grievance Procedures 1.802