

# Houston County Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <h2 style="text-align: center;">School Board Meetings</h2>	Descriptor Code: <b>1.400</b>	Issued Date: <b>12/14/20</b>
		Rescinds: <b>1.400</b>	Issued: <b>09/28/09; 07/08/13</b>

The Board will transact all business at official meetings that may be either regular or special. Every meeting of the Board shall be open to the public, except for those meetings in which the law allows closed sessions.<sup>1</sup> Open meetings will be physically accessible to all students, employees, and interested citizens.<sup>2</sup>

The Board may restrict the recording of board meetings via camera, camcorder, or other photographic equipment when such recording creates a threat to public safety and welfare or impedes the conducting of efficient and orderly public meetings.<sup>3</sup>

### **REGULAR MEETINGS**

Regular meetings of the Board shall be held on the second Monday of each month. In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled by the Chair.

### **SPECIAL MEETINGS**

The Board shall hold such special meetings as necessary to transact the business of the Board. Such meetings shall be called by the Chair whenever, in the Chair's judgment, the interests of the schools require it or when requested to do so by a majority of the Board.<sup>4</sup> Only business related to the call of the meeting and details related to agenda items shall be discussed or transacted by the Board at a special meeting.

### **ELECTRONIC ATTENDANCE<sup>5</sup>**

Absent board members may attend a regular or special meeting by electronic means if the member is absent because of work, a family emergency, or the member's military service. If a board member is absent due to military service, he/she may participate electronically as often as he/she is able to do so. However, a board member may not participate electronically more than two (2) times per year for absences due to work and/or family emergencies.

#### *General Requirements*

The following requirements apply to all electronic attendance, regardless of the reason for the member's absence:

1. A quorum of the Board must be physically present at the meeting in order for any member to attend electronically.

2. Any member wishing to participate electronically must do so using technology that 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 of Schools 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, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law, or sister-in-law.

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Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 36.202
3. OP Tenn. Atty. Gen. 95-126
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c)

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Cross References

- School Board Legal Status and Authority 1.100  
Board Committees 1.300  
Notification of Meetings 1.402  
Section 504 and ADA Grievance Procedures 1.802