Bartlett City Board of Education		1007
Descriptor Term: **NOTIFICATION OF MEETINGS**	Descriptor Code: **Board Operations**	Issue Date: **12/02/2013**
	Rescinds:	Revised: **06/22/2017**

The Board shall ensure adequate public notice[1] of all Regular Business Meetings by publishing a complete schedule for the entire school year, made available to the news media, the public, the Board, and the president of any local education association.[2] Meetings shall be held on the schedule set forth under Policy 1006: School Board Meetings.

Except in rare emergencies, the notification for all Special Called and/or rescheduled Regular Business Meetings shall be sent to the media and posted on the website at least twenty-four (24) hours in advance, except when Board Work Sessions are changed to Special Called Meetings for emergencies. Board members shall be contacted by telephone and via e-mail as soon as the necessity for the Special Called and/or rescheduled meeting is determined, unless the Board members have been notified of the date and time of the Special Called and/or rescheduled meeting during a Board Work Session or Regular Business Meeting. In emergencies, notice shall be given to all appropriate parties as is practical. For purposes of this policy, emergency is defined as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

[1] T.C.A. § 8-44-103

[2] T.C.A. § 49-2-202(c)(1)