

Bartlett City Board of Education		1006
Descriptor Term: SCHOOL BOARD MEETINGS	Descriptor Code: Board Operations	Issue Date: 12/02/2013
	Rescinds:	Revised: 01/09/2014;01/23/2014 09/25/2014;11/27/2016 06/22/2017;11/21/2024 07/23/2006

- 1 The Board shall transact all business at official meetings of the Board which may be either regular
- 2 or special.
- 3 Every meeting of the Board, except with the attorney to discuss pending or threatened litigation,
- 4 will be open to the public.¹ Open meetings will be physically accessible to all students, employees,
- 5 and interested parties.²
- 6 No one shall bring a camera, camcorder, or other photographic equipment to Board meetings
- 7 without the consent of the Board.³
- 8 The Chairman shall commence all meetings promptly at the appointed hour.
- 9 The Board shall hold various types of meetings, including:
 - 10 1. **Regular Business Meeting** - An official meeting held at least quarterly. Regular Business
 - 11 Meetings of the Board shall usually be held at 6:00 p.m. on the fourth Thursdays of each
 - 12 month.
 - 13 2. **Special Called Meeting** - An official meeting called as necessary to transact the business
 - 14 of the Board, when because of circumstances, immediate action is required before the
 - 15 next Regular Business Meeting. Such meetings shall be called by the Chairman whenever,
 - 16 in his/her judgment, the interests of the schools require it, or when requested to do so by
 - 17 a majority of the Board.⁴
 - 18 a. To call a Special Called Meeting by a majority of the Board, a Board member shall
 - 19 make the request one (1) of the following ways: 1) by motion during an official
 - 20 meeting or Board Work Session; or 2) in writing (via email, etc.) to the Board
 - 21 Chairman. The request must specifically state the action to be taken at the Special
 - 22 Called Meeting. When the request is made in writing to the Chairman, it must also
 - 23 specify a time limitation for polling Board Members. Upon receipt of a written
 - 24 request, the Chairman shall immediately forward the request to the Superintendent
 - 25 (or designee) to poll the Board members. The results of the poll shall be provided
 - 26 to each Board member. If a majority of the Board members agree to the Special
 - 27 Called Meeting, the Superintendent (or designee) shall poll the Board members
 - 28 for the date, time and location for the meeting.

¹ T.C.A. § 8-44-102

² 28 CFR §36.201(a); 28 CFR § 36.202

³ OP Tenn. Atty. Gen 95-101 (Oct. 2, 1995)

⁴ T.C.A. § 49-2-202(c)(1)

- 1 b. At the beginning of the meeting, the Board Chairman shall identify the Board
2 members who requested the meeting and the purpose.
- 3 c. Only business related to the call of the meeting, and details related to agenda items
4 shall be discussed or transacted by the Board at a Special Called Meeting.
5 Additional items not related to the original stated action may not be added to the
6 agenda. No items may be added once the agenda is published.
- 7 3. **Work Session** – The primary objectives of a work session are: 1) to discuss background
8 information regarding items that may be placed on the Regular Business Meeting Agenda;
9 and 2) to receive information about educational programs, legislation, and other issues
10 having relevance to the Bartlett City Board of Education. No official action can be taken at
11 a Work Session. The Work Session shall be held one week prior to a Regular Business
12 Meeting at the request of the Chairman whenever, in his/her judgment, the interests of the
13 schools require it, or at the request of any member of the Board. To call a Work Session,
14 the petitioning Board member shall submit the request in writing to the Board Chairman
15 before 12:00 p.m. on the Monday preceding the requested Work Session. Board Work
16 Sessions may be changed to Special Called Meetings when necessary for emergency
17 situations. Under such circumstances, the nature of the emergency necessitating the
18 change must be made a matter of record and approval for changing the Board Work
19 Session to a Special Called Meeting and shall require a two-thirds (2/3) vote of the Board
20 members present and voting.

21 In instances when the date of the Regular Business Meeting or Work Session falls on a legal
22 holiday or during a holiday season, the meeting shall be rescheduled by the Chairman. Any
23 undisposed business items remaining on the agenda at adjournment shall be carried over to
24 Unfinished Business at the next Regular Business Meeting.

25 A majority of all of the Members constituting the Board, and not merely a majority of the quorum,
26 shall be required to transact all business coming before the Board in all Regular Business or
27 Special Called Meetings. In emergency situations where the Board has provided no policy
28 guidance for administrative action and no meeting of the Board is scheduled, the Superintendent
29 shall have the power to act, but report to the Board when necessary or requested.

30 *Robert's Rules of Order - Newly Revised* shall be used as the parliamentary authority at all
31 Regular Business Meetings, Special Called Meetings, and Work Sessions of the Board unless
32 Board policy provides an exception governing the procedure to be used by the Board.

33 A Rule of Order may be suspended by a two-thirds (2/3) vote of the Members present and voting.

34 **ELECTRONIC ATTENDANCE⁵**

35 Notwithstanding title 8, chapter 44, part 1, the Board may conduct a scheduled Board meeting by
36 electronic means, including, but not limited to, telephone, videoconferencing, or other web-based
37 media. Absent Board members may attend a regular or special called meeting by electronic
38 means for any of the following reasons:

- 39 1. Out of county work, for no more than two (2) times per year.

⁵ T.C.A. §49-2-203(c)

2. Illness or a period of convalescence on the advice of a healthcare professional, for no more than three (3) times per year.
3. Inclement weather or natural disaster while BCS schools are closed, for no more than three (3) times per year.
4. A family emergency, for no more than two (2) times per year; or
5. The member's military service.

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. However, a Board meeting may be conducted with electronic participation without a quorum being physically present at the location of the meeting when inclement weather or a natural disaster makes the physical presence of a quorum of members at the location of the meeting impractical or unsafe; provided, that a board meeting must not be conducted with electronic participation without a quorum of members being physically present at the location of the meeting more than three (3) times per year.
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 Superintendent at least five (5) days' notice prior to the meeting of the member's desire to participate electronically.

Family Emergency

The following requirements apply to electronic attendance due to a family emergency:

1. The member must be absent due to a family emergency that inhibits the member from attending the Board meeting in person. The family members to whom this Policy applies are: 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.