Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in July	**School Board Meetings**	**1.400**	**08/10/26**
		Rescinds: **1.400**	Issued: **06/12/23; 12/14/20; 07/08/13; 09/28/09**

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.[1] Open meetings will be physically accessible to all students, employees, and interested citizens.[2]

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.[3]

REGULAR MEETINGS

Regular meetings of the Board shall be held on the first Monday of each month.

In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled by the Chair with approval by a majority vote of the school board members.

The School Board Chair has the discretion to change a School Board meeting date with the approval of a majority vote of School Board members.

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.[4]

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[5]

Absent board members may attend a regular or special meeting by electronic means for certain qualifying reasons subject to the following requirements:

1. A quorum of the Board shall be physically present at the meeting in order for any board member to attend electronically, except in the case of inclement weather or natural disasters (permitted for a maximum of three times per year);

2. Any board member wishing to participate electronically shall do so using technology that allows the Chair to visually identify the board member; and

3. The responsibility for the connection lies with the board 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

A board member may attend a meeting by electronic means if out of the county due to work; however, he/she may only participate electronically two (2) times per year for this reason. The board member shall give the Chair and Director of Schools at least five (5) days' notice prior to the meeting of the board member's intention to participate electronically.

Sickness or Period of Convalescence

A board member may attend a meeting by electronic means if sick or in a period of convalescence on the advice of a healthcare professional; however, he/she may only participate electronically three (3) times per year for this reason.

Inclement Weather or Natural Disaster

A board member may attend a meeting by electronic means due to inclement weather or natural disaster if the schools in the school district are closed; however, he/she may only participate electronically three (3) times per year for this reason.

Family Emergency

A board member may attend a meeting by electronic means if there is a family emergency that prevents him/her from attending in person. The absence shall be due to the hospitalization of the board 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. The board member may only participate electronically two (2) times per year for this reason.

Military Service

A board member may attend a meeting by electronic means if out of the county due to military service. The board member may participate electronically as often as he/she is able to do so.

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 28 CFR § 36.202
3. Tenn. Att'y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); Public Acts of 2023, Chapter No. 350

Cross References

School Board Legal Status and Authority 1.100
Board Committees 1.300
Notification of Meetings 1.402
Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802