

Williamson County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School Board Meetings and Work Sessions	Descriptor Code: 1.400	Issued Date:
		Rescinds: 1.400	Issued: 10/17/16

1 *General*

2 The Board will transact all business at official meetings that may be either regular or special.

3 Every meeting of the Board shall be open to the public, except for those meetings in which the law allows
4 closed sessions.¹ Open meetings will be physically accessible to all students, employees, and interested
5 citizens.²

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

9 Board members shall be expected to read the information provided them and to contact the
10 Superintendent or other appropriate staff members to request additional information that may be deemed
11 necessary to assist them in their decision-making responsibilities.

12 **REGULAR MEETINGS**

13 Regular meetings of the Board shall generally be held on the third Monday of the month at 6:30 p.m.
14 in the Williamson County Administrative Complex in the auditorium. In instances when any regular
15 meeting date falls on a legal holiday, the meeting shall be rescheduled by the Chair.

16 The Board may meet at other times and places designated by the Chair to encourage public
17 participation or to accomplish some other desired purpose when the Chair or the Board so specify.

18 **SPECIAL MEETINGS**

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
21 require it or when requested to do so by a majority of the Board.⁴

22 Only business related to the call of the meeting and details related to agenda items shall be discussed or
23 transacted by the Board at a special meeting.

24 **WORK SESSIONS**

25 Work Sessions shall generally be held on Thursday evening prior to the regular Board meetings.

1 ELECTRONIC ATTENDANCE⁵

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

7 *General Requirements*

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

- 10 1. A quorum of the Board must be physically present at the meeting in order for any member to
11 attend electronically.
- 12 2. Any member wishing to participate electronically must do so using technology that allows the
13 Chair to visually identify the member.
- 14 3. The responsibility for the connection lies with the member wishing to participate electronically.
15 No more than three (3) attempts to connect shall be made unless the Board chooses to make
16 additional attempts.

17 *Work-Related Absence*

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

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

22 *Family Emergency*

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

- 24 1. The member must be absent due to the hospitalization of the member or the death or
25 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-
26 law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law, or
27 sister-in-law.

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)

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