

# Hamilton County Board of Education

Monitoring: Review: Annually in September	Descriptor Term: <b>School Board Meetings</b>	Descriptor Code: 1.400	Issued Date: 02/15/07
		Rescinded:	Revised: 10/19/23

1  
2 The Board will transact all business at official meetings which may be either regular or special.

3  
4 Every meeting of the Board, except with the attorney to discuss pending or threatened litigation or to  
5 discuss school security<sup>5</sup>, will be open to the public.<sup>1</sup> Open meetings will be physically accessible to all  
6 students, employees, and interested citizens.<sup>3</sup>

7  
8 Each member of the Board shall consider it his/her duty to appear at every Board meeting properly  
9 prepared to discuss the items appearing on the agenda.

10  
11 Each Board member is obligated to attend all Board meetings unless physically incapacitated or  
12 prevented from doing so due to circumstances beyond his/her control. Whenever possible, each member  
13 should advise the chair of an impending absence.

## 14 15 **REGULAR MEETINGS**

16  
17 The Board will hold regular monthly meetings based upon a calendar approved in April of each year.  
18 The meetings will begin with a work session at 4:30 pm to hear public comments, to hear updates from  
19 the Administration, to review the agenda, and to consider such other matters as the Board deems  
20 necessary. The business session will begin at 6:00 pm unless the Board must first go into executive  
21 session. Each April the Board will approve an annual calendar of meetings.

22  
23 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled by  
24 the chair.

## 25 26 **SPECIAL MEETINGS**

27  
28 The Board shall hold such special meetings as necessary to transact the business of the Board. Such  
29 meetings shall be called by the chair whenever, in his/her judgment, the interests of the schools require  
30 it, or when requested to do so by a majority of the Board.<sup>2</sup>

31  
32 Only business related to the call of the meeting, and details related to agenda items shall be discussed or  
33 transacted by the Board at a special meeting.

34  
35 Special meetings may be called for either of the following purposes:

- 36  
37 1. To enable the Board to concentrate and take action on a single problem or set of problems; or  
38 2. To enable the Board to take emergency action between regular meetings.

## 39 40 **ADJOURNED MEETINGS**

1 The Board may hold an adjourned meeting of the Board to a specific locality and at a specific time  
2 provided; however, the Board shall give adequate public notice of such meeting.

3  
4 **ELECTRONIC PARTICIPATION IN MEETINGS** <sup>4</sup>

5  
6 The Board member may attend a scheduled Board meeting by electronic means including, but not limited  
7 to, telephone, videoconferencing or other web-based media if the member participating by electronic  
8 means can be visually identified by the chair, and if the member is absent: 1) because the member is  
9 required to be out of Hamilton County for the member’s work; 2) because the member is sick or in a  
10 period of convalescence on the advice of a healthcare professional that the member not appear in person;  
11 3) due to inclement weather or natural disaster if Hamilton County schools are closed; 4) because the  
12 member has a family emergency that inhibits the member from attending in person; or 5) because the  
13 member is out of the county due to military service.

14  
15 No Board meeting shall be conducted with electronic participation unless a quorum of members is  
16 physically present at the location of the meeting. Only members who are 1) out of the county for work;  
17 2) sick or in a period of convalescence; 3) experiencing inclement weather or natural disaster where  
18 Hamilton County schools are closed; 4) experiencing a family emergency; or 5) out of the county due to  
19 military service may attend and participate in the meeting electronically.

20  
21 A Board member wishing to participate in a scheduled Board meeting electronically who is or will be  
22 out of the county because of work shall give at least five (5) days notice prior to the scheduled Board  
23 meeting of the member’s intention to participate electronically.

24  
25 No Board member shall participate electronically in Board meetings due to being out of the county for  
26 work more than two (2) times per school year, provided, however, that this limitation shall not apply to  
27 a Board member who is out of the county due to military service.

28  
29 No Board member shall participate electronically in Board meetings due to being sick or in a period of  
30 convalescence more than three (3) times per school year.

31  
32 No Board member shall participate electronically in Board meetings due to inclement weather or natural  
33 disaster more than three (3) times per school year.

34  
35 No Board member shall participate electronically in Board meetings due to a family emergency more  
36 than two (2) times per school year.

37  
38  
39 Legal References:

- 40 1. TCA 8-44-102 2. TCA 49-2-202(c)(1)
- 41 2. TCA 49-2-202(c)(1)
- 42 3. 28 CFR § 36.201(a); 36.202
- 43 4. T.C.A. 49-2-203(c) 40
- 44 5. TCA 49-6-804
- 45

Cross References:

- School Board Legal Status and Authority 1.100 37
- Section 504/ADA Grievance Procedures 1.802 38
- Board-Director Relations 1.205 39