

Hickman County Board of Education

	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 01/12/26
		Rescinds: 1.400	Issued: 11/06/23

- 1 The Board will transact all business at official meetings which may be either regular or special.
- 2 Every meeting of the Board, except those allowed to be closed by law, will be open to the public.¹
- 3 Open meetings will be physically accessible to all students, employees, and interested citizens.²
- 4 Cameras, camcorders or other photographic equipment may be used during Board meetings. The
- 5 Board has the right to limit the use of such equipment if it interferes with the conducting of Board
- 6 business by motion and majority vote.³
- 7 Board, Special Called, Budget, Work sessions or any meeting where public notice is to be give will be
- 8 recorded via livestream.

9 **REGULAR MEETINGS**

- 10 Regular meetings of the Board shall be held on the first (1st) Monday of each month at 6:30 p.m.
- 11 When appropriate, the meeting shall be rescheduled by the chairman.

12 **SPECIAL MEETINGS**

- 13 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
- 14 meetings shall be called by the chairman whenever, in his/her judgment, the interests of the schools
- 15 require it, or when requested to do so by a majority of the Board.⁴

- 16 Special meetings may be called for either of the following purposes:

- 17 1. To enable the Board to concentrate and take action on a single problem or set of problems;
- 18 or
- 19
- 20 2. To enable the Board to take emergency action between regular meetings.

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

23 **ELECTRONIC ATTENDANCE⁵**

- 24 Absent board members may attend a regular or special meeting by electronic means if the member is
- 25 absent because of work, a family emergency, or the member's military service. If a board member is
- 26 absent due to military service, he/she may participate electronically as often as he/she is able to do so.

- 1 However, a board member may not participate electronically more than two (2) times per year for
- 2 absences due to work and/or family emergencies.

3 *General Requirements*

- 4 The following requirements apply to all electronic attendance, regardless of the reason for the
- 5 member's absence:

- 6 1. A quorum of the Board must be physically present at the meeting in order for any member to
- 7 attend electronically, except in the case of inclement weather or natural disasters (permitted for
- 8 a maximum of three times per year);
- 9 2. Any member wishing to participate electronically must do so using technology that allows the
- 10 chair to visually identify the member.
- 11 3. The responsibility for the connection lies with the member wishing to participate electronically.
- 12 No more than three (3) attempts to connect shall be made unless the Board chooses to make
- 13 additional attempts.

14 *Work-Related Absence*

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

- 16 1. The Board member must be absent from the county due to work.
- 17 2. The member wishing to participate must give the chair and Director of Schools at least five (5)
- 18 days' notice prior to the meeting of the member's desire to participate electronically.

19 *Sickness or Period of Convalescence*

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

23 *Inclement Weather or Natural Disaster*

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

27 *Family Emergency*

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

- 29 1. The member must be absent due to the hospitalization of the member or the death or
- 30 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-
- 31 law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law, or
- 32 sister-in-law.

Legal References

1. [TCA 8-44-102; TCA 49-6-804\(c\)](#)
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\(c\)](#)

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