Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	School Board Meetings	**1.400**	**10/04/21**
		Rescinds: **1.400**	Issued: **07/01/19**

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

Every meeting of the Board, except those allowed to be closed by law, will be open to the public.[1] Open meetings will be physically accessible to all students, employees, and interested citizens.[2]

Cameras, camcorders or other photographic equipment may be used during Board meetings. The Board has the right to limit the use of such equipment if it interferes with the conducting of Board business by motion and majority vote.[3]

REGULAR MEETINGS

Regular meetings of the Board shall be held on the first (1st) Monday of each month at 7:00 p.m.

In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled by the chairman.

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 chairman whenever, in his/her judgment, the interests of the schools require it, or when requested to do so by a majority of the Board.[4]

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

1. To enable the Board to concentrate and take action on a single problem or set of problems; or

2. To enable the Board to take emergency action between regular meetings.

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 if the member is absent because of work, a family emergency, or the member's military service. If a board member is absent due to military service, he/she may participate electronically as often as he/she is able to do so. However, a board member may not participate electronically more than two (2) times per year for absences due to work and/or family emergencies.

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.

2. Any member wishing to participate electronically must do so using technology that 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 Director of Schools at least five (5) days' notice prior to the meeting of the member's desire 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

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

1. The member must be absent due to the hospitalization of the 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.

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 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