

Kingsport City Board of Education

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1 **TYPES**

2 The Board of Education convenes as a public body in:

- 3 Regular Monthly Meetings
- 4 Adjourned Meetings
- 5 Special Meetings
- 6 Electronic Meetings
- 7 Work Sessions
- 8 Retreats

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

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

13 The Board assembles in a regular meeting on the first Tuesday of each month, unless the schedule is
14 amended and publicized. A meeting of the Board may be adjourned in accordance with parliamentary
15 authority. A special meeting may be called for an announced purpose. Work sessions may be called to
16 provide Board members with opportunities for planning and discussion without taking formal action.
17 The Board and Superintendent of Schools may meet in a retreat, similar to an extended work session.

18 The Board may restrict the recording of Board meetings via camera, camcorder or other photographic
19 equipment when such recording creates a threat to public safety and welfare or impedes the conducting
20 of efficient and orderly public meetings.⁴

21 **SPECIAL MEETINGS**

22 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
23 meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools
24 require it, or when requested to do so by a majority of the Board.²

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

3 **NOTICE**

4 All meetings shall be duly called. The published call shall specify the time and place of each meeting.

5 **PARLIAMENTARY AUTHORITY**

6 The Board acts at the regular monthly meeting (and adjourned meetings) or at special meetings. Meetings
7 shall be conducted according to Robert's Rules of Order newly revised, unless otherwise determined by
8 the Board.

9 **QUORUM**

10 A majority of all the members of the Board shall constitute a quorum for the transaction of business at a
11 regular or special meeting.

12 *General Requirements*

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

- 15 1. A quorum of the Board must be physically present at the meeting in order for any member to
16 attend electronically.
- 17
- 18 2. Any member wishing to participate electronically must do so using technology which allows the
19 Chair to visually identify the member.
- 20
- 21 3. The responsibility for the connection lies with the member wishing to participate electronically.
22 No more than three (3) attempts to connect shall be made, unless the Board chooses to make
23 additional attempts.

24 *Work Related Absence*

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

- 26 1. The Board member must be absent from the county due to work.
- 27

- 1 2. The member wishing to participate must give the Chair and director at least five (5) days notice
2 prior to the meeting of the member's desire to participate electronically.

3 *Family Emergency*

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

- 5 1. The member must be absent due to the hospitalization of the member or the death or
6 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-law,
7 daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother-in-law, or sister-
8 in-law.

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. TCA 49-2-202(c)(1)
3. 28 CFR § 36.201(a); 36.202
4. OP Tenn. Atty. Gen. 95-126
5. TCA 49-2-203(c)

Cross References

School Board Legal Status and Authority 1.100
Section 504 and ADA Grievance Procedures 1.802