

# Lakeland Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>School Board Meetings</b>	Descriptor Code: <b>1.400</b>	Issued Date:
		Rescinds: <b>1.400</b>	Issued: <b>12/02/13</b>

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

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

5 No one shall bring a camera, camcorder or other photographic equipment to Board meetings without  
6 the consent of the Board.<sup>4</sup>

## 7 **REGULAR MEETINGS**

8 **Regular meetings of the Board shall be held on the second Monday of the month at \_\_\_\_\_ p.m. at**  
9 **Lakeland City Hall. Work Sessions are usually held one (1) week prior at \_\_\_\_\_ pm.**

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

## 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 chair whenever, in the chair's judgment, the interests of the schools  
15 require it, or when requested to do so by a majority of the Board.<sup>2</sup>

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

## 18 **ELECTRONIC ATTENDANCE<sup>5</sup>**

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

### 24 *General Requirements*

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

27 1. A quorum of the Board must be physically present at the meeting in order for any member to  
28 attend electronically.

- 1 2. Any member wishing to participate electronically must do so using technology which allows  
2 the Chair to visually identify the member.
- 3 3. The responsibility for the connection lies with the member wishing to participate electronically.  
4 No more than three (3) attempts to connect shall be made, unless the Board chooses to make  
5 additional attempts.

6 *Work Related Absence*

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

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

11 *Family Emergency*

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

- 13 1. The member must be absent due to the hospitalization of the member or the death or  
14 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-  
15 law, daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother-in-law, or  
16 sister-in-law.

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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)

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Cross References

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