

<b>Section B:</b>  <b>School Board Operations</b>	<b>Knox County Board of Education Policy</b>			
	<b>School Board Meetings</b>	Descriptor Term:	Descriptor Code:	Issued:
			<b>B-160</b>	<b>7/95</b>
		Reviewed:	Revised:	
	<b>10/24</b>	<b>4/24</b>		

1 The Board shall transact all business by voting in official meetings. Voting shall occur only in regular or  
2 special meetings (“called” meetings). A majority vote of all members of the Board is required for passage  
3 (not imply a majority of a quorum).  
4  
5  
6 The formation of public policy and public business must be transacted transparently and not in secret.<sup>1</sup>  
7 Therefore, with rare exceptions, deliberative meetings of the Board shall be open and physically  
8 accessible to the public.<sup>2</sup> When the size of the audience exceeds the capacity of the meeting space, an  
9 overflow area will be opened where the audience can view a simulcast of the proceedings.  
10  
11 **REGULAR MEETINGS**  
12  
13 Regular meetings of the Board shall be held monthly. The Board will approve an annual calendar of  
14 meetings each June.  
15  
16 **SPECIAL MEETINGS (“CALLED” MEETINGS)**  
17  
18 The Board shall hold such special meetings as necessary to transact the business of the Board. Such  
19 meetings shall be called by the Chair whenever, in his or her judgment, the interests of the schools require  
20 it or when requested to do so by a majority of the Board.<sup>1,3</sup>  
21  
22 **NON-VOTING MEETINGS AND COMMITTEE MEETINGS**  
23  
24 The Board may hold non-voting meetings (e.g., work sessions and mid-month workshops) routinely and  
25 as necessary.  
26  
27 **EXECUTIVE SESSION MEETINGS**  
28  
29 Executive Sessions are not open to the public. These meetings are held with the Board’s attorney(s) to  
30 discuss pending litigation or threatened litigation and other confidential information. There shall be no  
31 deliberation and no votes may be taken in Executive Session meetings.<sup>1,4</sup>  
32  
33 **ELECTRONIC PARTICIPATION IN BOARD MEETINGS**  
34  
35 Board Members may participate in scheduled board meetings by electronic means under the following  
36 conditions:<sup>5</sup>  
37 1. The member is out of the county due to work and shall give at least five (5) days’ notice prior to  
38 the scheduled board meeting of the member’s intention to participate electronically. (Limited to  
39 2 instances per fiscal year.)  
40  
41  
42

- 1        2. The member is sick or in a period of convalescence on the advice of a healthcare professional.  
2            (Limited to 3 times per fiscal year.)
- 3
- 4        3. If Knox County Schools is closed, the member may attend electronically due to inclement weather  
5            or natural disaster. (Limited to 3 times per year.)
- 6
- 7        4. The member has a family emergency that inhibits the member from attending in person. (Limited  
8            to 2 times per year.)
- 9
- 10       5. The member is out of the county due to military service.

11 No board meeting shall be conducted with electronic participation unless a quorum of members is  
12 physically present at the location of the meeting and the member participating by electronic means must  
13 be visually identified by the chair.<sup>6</sup>

14  
15 **NOTICE OF REGULAR MEETINGS**

16  
17 Adequate notice of meetings<sup>3</sup> in the case of regular meetings shall consist of the approval of a schedule  
18 of all regular meetings for the Board for a year. The approved schedule shall be publicly posted on the  
19 Board of Education webpage for access to all community members. No other notice of regular meetings  
20 shall be necessary, provided the date and time of the next *scheduled* regular meeting is announced at the  
21 *prior* board meeting.

22  
23 **NOTICE OF SPECIAL MEETINGS AND COMMITTEE MEETINGS**

24  
25 In the case of special Board meetings, notice shall be sent to the local news media and posted on the  
26 Board of Education webpage at least forty-eight (48) hours prior to the meeting.

27  
28 The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally  
29 unexpected occurrence or set of circumstances demanding immediate action.” In such exceptions, notice  
30 shall be given to all appropriate parties as is practical.

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32 All notices of special Board meetings shall state the time, place, and purpose of the meeting.

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Legal References:

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- 36        1. T.C.A. § 8-44-102, T.C.A. § 49-2-202(c)(1).
- 37        2. U.S.C. § 12101; T.C.A. § 68-120-204.
- 38        3. T.C.A. § 8-44-103.
- 39        4. Smith County Education Association v. Anderson 676 S.W. 2d 328 (Tenn. 1989).
- 40        5. T.C.A. § 8-44-108.
- 41        6. T.C.A. § 49-2-203.
- 42        7. T.C.A. § 49-6-808.

43 *Under the provisions of Tennessee Governor Bill Lee’s Executive Orders 16 (dated March 20, 2020), 34 (dated May 6, 2020);*  
44 *51 (dated June 29, 2020), 60 (dated August 28, 2020); 65 (dated October 28, 2020) and 71 (dated December 22, 2020), Board*  
45 *members were allowed to attend meetings electronically in light of the Coronavirus Disease 2019 (COVID-19) and such*  
46 *meetings continued pursuant to any and all Executive Order extensions.*

47 Approved as to Legal Form  
48 By Knox County Law Director 1/11/2024  
49 /Gary T. Dupler/Deputy Law Director