

## SCHOOL BOARD MEETINGS

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

Every meeting of the Board, except with the attorney to discuss pending or threatened litigation or with the board negotiator about negotiations, will be open to the public.

The Board will hold such special meetings and work sessions as necessary to transact the business of the Board. Such meetings will be called by the chairperson whenever, in his/her judgement, the interests of the schools require it, or when requested to do so by a majority of the Board.

Notification of meetings will be given to the public media, the president of the local education association, and the schools, at least forty-eight (48) hours prior to the meeting.

The agenda for the meeting will be prepared by the Executive Committee. Agenda items may be placed upon the agenda by any board member. Other persons wishing to place items on the agenda should do so in writing at least five days before the regular meeting. The Board may waive this requirement if it chooses.

The rules of order for a board meeting will be the current edition of Robert's Rules of Order. A majority of the membership will constitute a quorum for the transaction of business. (By state law, all actions of the Board must be accomplished by majority of the total Board - not a majority of the quorum.) In the absence of a quorum, no business will be transacted.

The minutes of the meeting will include:

1. The nature of the meeting (regular or special), time, date, board members present, a record of all motions and resolutions together with the names of the members making and seconding the motions, and a record of the vote;
2. Names of persons addressing the Board and the purpose of the remarks; and
3. A brief account of items discussed.