

1 The [Transylvania County Board of Education \(the “board”\)](#), as a corporate body, may transact  
2 business only at official meetings of the board. An individual board member has no authority to  
3 act absent the delegation of authority by the board at an official meeting.

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5 As defined by law, an official meeting of the board includes any meeting, assembly, or gathering  
6 together at any time or place, or the simultaneous communication by conference telephone or  
7 other electronic means, of a majority of the members of a public body for the purpose of  
8 conducting hearings, participating in deliberations, or voting upon or otherwise transacting the  
9 public business of the public body. However, a social meeting or other informal assembly or  
10 gathering together of the members of a public body does not constitute an official meeting unless  
11 called or held to evade the spirit and purposes of the open meetings law.

### 12 13 **A. TYPES OF MEETINGS**

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15 While the board is determined to operate efficiently, it also is mindful of the importance  
16 of thoughtful planning and discussion prior to taking formal action. Regular meetings  
17 will be held at a predetermined time and place to conduct the business of the board. In  
18 addition, the board may hold emergency meetings, work sessions, retreats, public  
19 hearings, or other special meetings as it deems necessary to act in a timely manner and  
20 provide its members and executive staff with the opportunity to have an exchange of  
21 ideas and receive input from other staff, parents, students, and the community.

### 22 23 **B. REGULAR MEETINGS**

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25 The superintendent shall keep on file the schedule of regular meetings with the  
26 predetermined time and place. The schedule will be revised only in accordance with  
27 legal requirements for notice.

### 28 29 **C. EMERGENCY MEETINGS**

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31 An emergency meeting may be called in order to address generally unexpected  
32 circumstances that require immediate consideration by the board. The chairperson, or the  
33 vice-chairperson, if the chairperson is unable or unwilling to act, will call an emergency  
34 meeting when (a) two members so request or (b) the chairperson determines that the  
35 meeting is necessary. [Only business related to the emergency may be considered at such](#)  
36 [a meeting.](#)

### 37 38 **D. SPECIAL MEETINGS**

#### 39 40 **1. Retreats and Workshops**

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42 Retreats and workshops are special meetings that may be scheduled in order to  
43 give the board more time to deliberate or evaluate issues. The chairperson, or the

44 vice-chairperson, if the chairperson is unable or unwilling to act, will call a retreat  
45 or workshop upon a majority vote of the board.

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47 **2. Public Hearings**

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49 Public hearings required by law or deemed advisable by the board will be  
50 organized by a special order and adopted by a majority vote, setting forth the  
51 subject, date, place, and time of the hearing as well as any rules regarding  
52 participation, such as the length of time for each speaker. The purpose of the  
53 meeting is to gather information and hear opinions from the community.  
54 Generally, board members will respond only to seek clarification. At the  
55 appointed time, the chairperson or designee will call the hearing to order and  
56 preside over it. When the allotted time expires or when no one wishes to speak,  
57 the chairperson or designee will declare the hearing ended.

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59 **3. Other Special Meetings**

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61 Other special meetings may be scheduled in between regular meetings. The  
62 chairperson, or the vice-chairperson, if the chairperson is unable or unwilling to  
63 act, will call a special meeting to address a particular item or topic when (a) two  
64 members so request or (b) the chairperson determines that the meeting is  
65 necessary.

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67 **E. RECESSED MEETINGS**

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69 The board may recess a regular, emergency, or special meeting to be resumed at a time,  
70 date, and location announced in open session at the meeting. Notice of a recessed  
71 meeting will be posted on the school system website prior to the scheduled time of the  
72 meeting.

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74 **F. OPEN MEETINGS LAW COMPLIANCE**

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76 The board will comply with the open meetings law, including notice of meetings.

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78 Legal References: G.S. 143-318.9, -318.14

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80 Cross References: Compliance with the Open Meetings Law (policy 2320)

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82 Adopted:

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