

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.  
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### 13 A. TYPES OF MEETINGS

14  
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 **specially-called meetings and** emergency meetings, ~~work~~  
19 ~~sessions, retreats, public hearings, or other special meetings~~ as it deems necessary to act  
20 in a timely manner and provide its members and executive staff with the opportunity to  
21 have an exchange of ideas and receive input from other staff, parents, students, and the  
22 community.  
23

### 24 B. REGULAR MEETINGS

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

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32 An emergency meeting may be called in order to address generally unexpected  
33 circumstances that require immediate consideration by the board. The chairperson, or the  
34 vice-chairperson, if the chairperson is unable or unwilling to act, **or superintendent shall**  
35 ~~will~~ call an emergency meeting when ~~(a) two members so request or (b) the chairperson~~  
36 ~~determines~~ **it is determined** that the meeting is necessary. Only business related to the  
37 emergency may be considered at such a meeting.  
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### 39 D. SPECIALLY-CALLED MEETINGS

#### 40 41 1. Specially-Called Meetings Generally

42  
43 **Specially-called meetings may be scheduled in between regular meetings of the**  
44 **board. Work sessions, retreats, and public hearings are specific types of**

45 specially-called meetings. The board chairperson (or the vice-chairperson, if the  
46 chairperson is not available) or the superintendent may call special meetings when  
47 necessary to conduct business that cannot reasonably be handled at regular  
48 meetings. The board chairperson or superintendent shall call a special meeting if  
49 a majority of the members of the board so requests.

## 50 51 2. Retreats and Workshops

52  
53 Retreats and workshops are specially-called meetings that may be scheduled in  
54 order to give the board more time to deliberate or evaluate issues. ~~The~~  
55 ~~chairperson, or the vice chairperson, if the chairperson is unable or unwilling to~~  
56 ~~act, will call a retreat or workshop upon a majority vote of the board.~~

## 57 58 2. Public Hearings

59  
60 Public hearings are official proceedings during which members of the public are  
61 given an opportunity to be heard. Public hearings may be required by law or  
62 deemed advisable by the board. Public hearings that are not required by law may  
63 be scheduled when the chairperson or superintendent determines that the public  
64 hearing is advisable or when a majority of the members of the board so requests.  
65 ~~will be organized by a special order and adopted by a majority vote, setting forth~~  
66 ~~Notice of all public hearings will be provided as required by law and will include~~  
67 the subject, date, place, and time of the hearing as well as any rules regarding  
68 participation, such as the length of time for each speaker. The purpose of ~~the~~  
69 ~~meeting~~ a public hearing is to gather information and hear opinions from the  
70 community. Generally, board members will respond only to seek clarification.  
71 At the appointed time, the chairperson or designee ~~will~~ shall call the hearing to  
72 order and preside over it in accordance with any rules regarding participation  
73 adopted by the board. When the allotted time expires or when no one wishes to  
74 speak, the chairperson or designee ~~will~~ shall declare the hearing ended.

## 75 76 3. ~~Other Special Meetings~~

77  
78 ~~Other special meetings may be scheduled in between regular meetings. The~~  
79 ~~chairperson, or the vice chairperson, if the chairperson is unable or unwilling to~~  
80 ~~act, will call a special meeting to address a particular item or topic when (a) two~~  
81 ~~members so request or (b) the chairperson determines that the meeting is~~  
82 ~~necessary.~~

## 83 84 E. RECESSED MEETINGS

85  
86 The board may recess a regular, emergency, or special meeting to be resumed at a time,  
87 date, and location announced in open session at the meeting. Notice of a recessed

88 meeting will be posted on the school system website prior to the scheduled time of the  
89 meeting.

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91 **F. OPEN MEETINGS LAW COMPLIANCE**

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

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95 Legal References: G.S. **115C-41**, 143-318.9, **-318.10**, **-318.12**, -318.14

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

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99 Adopted: October 19, 2015

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101 Revised: [DATE]

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REVISED