

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

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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 specially-called meetings and emergency meetings as it
19 deems necessary to act in a timely manner and provide its members and executive staff
20 with the opportunity to have an exchange of ideas and receive input from other staff,
21 parents, students, and the community.
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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.
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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, or the superintendent
34 shall call an emergency meeting when it is determined that the meeting is necessary and
35 cannot be delayed until 48 hours' notice is provided for a special meeting as described in
36 Section D, below. Only business related to the emergency may be considered at such a
37 meeting.
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39 D. SPECIALLY-CALLED MEETINGS

40 41 1. Specially-Called Meetings Generally

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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.

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51 2. Retreats and Workshops

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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.

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56 2. Public Hearings

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

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73 E. RECESSED MEETINGS

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

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80 F. OPEN MEETINGS LAW COMPLIANCE

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

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

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

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88 Adopted: October 19, 2015

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90 Revised: December 14, 2015; [DATE]

REVISED