

1 The [Transylvania County Board of Education \(the “board”\)](#) affirms the public policy of this State
2 that hearings, deliberations, and actions of public bodies be conducted openly.

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4 **A. APPLICABILITY**

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6 All “public bodies” holding official meetings must comply with the requirements of the
7 open meetings law in Article 33C of Chapter 143 of the General Statutes. The term
8 “public bodies” includes the board, any committees of the board, school improvement
9 teams, and, as defined by law, any other committee of two or more members that
10 exercises or is authorized to exercise a legislative, policy-making, quasi-judicial,
11 administrative, or advisory function, unless the committee or group is solely comprised of
12 professional staff.

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14 **B. COMPLIANCE**

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16 As secretary to the board, the superintendent shall provide required notice and record and
17 maintain minutes of all official meetings of the board, board committees, or committees
18 appointed by the board. The principal or designee shall be responsible for compliance
19 with the open meetings law by school improvement teams or any other public bodies at
20 the school level. The superintendent or designee shall make copies of the open meetings
21 law available to any public bodies associated with the school system. The board and
22 other public bodies of the school system are encouraged to consult the school board
23 attorney in accordance with policy 2610, Board Attorney, to obtain advice on complying
24 with the legal requirements of the open meetings law.

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26 1. Notice

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28 Notice will be given in accordance with law for all regularly scheduled meetings,
29 emergency meetings, and any other meetings, such as public hearings, work
30 sessions, electronic meetings, or retreats.

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32 2. Minutes

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34 For all official meetings, whether held in open or closed session, minutes will be
35 recorded and maintained in accordance with all legal requirements.

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37 3. Closed Sessions

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39 Closed sessions will be held only when required to permit the board to act in the
40 public interest and as permitted by law. A motion to go into closed session must
41 be made and adopted in open session in accordance with the requirements of G.S.
42 143-318.11(c) and policy 2321, Closed Sessions.

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44 Legal References: G.S. 143-318.9, -318.10, -318.11, -318.12

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Cross References: Closed Sessions (policy 2321), Board Attorney (policy 2610)

Adopted:

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