

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, **in written form or in the form of audio or audiovisual recording**, of all  
18 official meetings of the board, board committees, or committees appointed by the board.  
19 The principal or designee shall be responsible for compliance with the open meetings law  
20 by school improvement teams or any other public bodies at the school level. The  
21 superintendent or designee shall make copies of the open meetings law available to any  
22 public bodies associated with the school system. The board and other public bodies of  
23 the school system are encouraged to consult the school board attorney in accordance with  
24 policy 2610, Board Attorney, to obtain advice on complying with the legal requirements  
25 of the open meetings law.  
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27 **1. Notice**  
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29 Notice will be given in accordance with law for all regularly scheduled meetings,  
30 emergency meetings, and any other meetings, such as public hearings, work  
31 sessions, electronic meetings, or retreats.  
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33 **2. Minutes**  
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35 For all official meetings, whether held in open or closed session, minutes will be  
36 recorded and maintained in accordance with all legal requirements. **For meetings,  
37 or portions thereof, in which minutes are kept via audio or audiovisual recording,  
38 the minutes will be deemed approved when the superintendent has reviewed the  
39 recording for accuracy and completeness and has posted the recording to the  
40 school system website.**  
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42 **3. Closed Sessions**  
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44 Closed sessions will be held only when required to permit the board to act in the  
45 public interest and as permitted by law. A motion to go into closed session must  
46 be made and adopted in open session in accordance with the requirements of G.S.  
47 143-318.11(c) and policy 2321, Closed Sessions.  
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49 Legal References: G.S. 143-318.9, -318.10, -318.11, -318.12

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

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53 Adopted: October 19, 2015

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55 Revised: [DATE]

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REVISED