

Textbook and Instructional Materials Quality Commission Policy

1.300 TEXTBOOK COMMISSION MEETINGS¹

A. ATTENDANCE

Members of the Commission are encouraged to notify the Chair and Secretary ten (10) business days prior to a meeting if they will not be able to attend the meeting.

If a member misses, without cause, more than one (1) meeting within any twelve-month period, the Chair of the Commission can recommend to the appointing authority that the member's position be vacated. If the appointing authority vacates the position, the member will continue to serve until a new member is appointed to fill the position.

B. NOTICE

The State Textbook and Instructional Materials Quality Commission shall comply with Tennessee's Sunshine Law requiring public bodies to hold open meetings. Notice of each regular meeting of the Commission shall be posted on the department's website within three (3) full business days of the date the Commission set the meeting date.²

C. LOCATION OF MEETINGS

Meetings of the Textbook Commission shall be held in the office of the Commissioner of Education or at such place as designated by the Commission. The location of the meeting will be posted on the department's website at least one (1) business day prior to the date of the meeting.

D. LIVE STREAMING OF MEETINGS AND ARCHIVED VIDEO RECORDINGS

Meetings of the Commission shall be made available for viewing by the public over the internet by streaming video accessible from the Tennessee Department of Education's website. Archived videos of the Commission's meetings shall also be available to the public through the department's website.³

E. SPECIAL CALLED MEETINGS

The Chairman may call special meetings or committee meetings whenever necessary for the transaction of urgent business; provided, that the Chairman of the Commission or the Secretary shall notify each member of the Commission of any special meeting before the time fixed for same. A majority of the Commission may call a special

¹ Tennessee Code Annotated Title 8, Chapter 44

² Tennessee Code Annotated 49-6-2201(m)

³ Tennessee Code Annotated 49-6-2201(m)

meeting in accordance with the above provisions. The Secretary of the Commission, as required by state law, shall post notice of the special called meeting on the department's website at least ten (10) business days in advance of the date set for the special meeting and shall be posted within one (1) full business day of the call.⁴

F. DEVELOPMENT OF THE AGENDA

The agenda shall be prepared by the Secretary with concurrence by the Chairman.

An unscheduled item may be included on the agenda of the Commission or its committees at the time of the meeting by majority vote of the Commission members present, or in the case of a committee agenda item, by majority vote of the committee members present.

All resolutions must be submitted in writing before passage, even if hand written.

G. DISTRIBUTING AGENDA MATERIALS PRIOR TO COMMISSION MEETINGS

Agenda materials shall be emailed to Commission members prior to the meeting. Copies of the agenda materials will be available for other appropriate parties upon request at the Tennessee Department of Education office.

H. QUORUM

The quorum for an official meeting of the Commission shall require the presence of seven (7) voting members of the Commission.⁵

I. PROCEDURE FOR VOTING

Every vote or resolution adopted by the Commission will be taken by calling ayes and nays. No action of the Commission shall be valid unless authorized by an affirmative vote of a majority of the members of the Commission.⁶ A roll call vote shall be called in alphabetical order and required in the case of all action items, including but not limited to: adopting Policies of the Commission, recommending the list of textbooks to the State Board of Education for Approval, and removing a book from the draft list before it is submitted to the Board for approval.

A Commission member may call for the roll on any issue; subject to the approval of the Chairman.

J. SUSPENSION OF THE RULES

A quorum of the Commission may agree to suspend its policies.

⁴ Tennessee Code Annotated 49-6-2201(m)

⁵ Tennessee Code Annotated 49-6-2201(m)

⁶ Tennessee Code Annotated 49-6-2201(m)

K. RECONSIDERATION OF PREVIOUS ACTION

A quorum of the Commission may agree to reconsider previous action.

L. MINUTES

The term “minutes” refers to the proceedings of official meetings of the State Textbook Commission. True and correct copies of the minutes of Commission meetings shall be prepared under the supervision of the Secretary and Chairman after each meeting and copies shall be sent to all members. All Commission minutes shall be filed in the Textbook Services office.

M. ELECTRONIC ATTENDANCE

Members of the Commission may attend meetings by electronic or other means of communication only if a physical quorum of the Commission is present at the location of the meeting. Members must notify the Secretary and Chair five (5) business days prior to the meeting if they plan to attend the meeting by electronic or other means of communication. Any voting conducted by telephone, or other means of telecommunication or electronic communication shall be subject to the same quorum requirements of meetings where members are present in person.

Whenever participation by electronic or other means of communication is necessary, the notice shall state that participation via electronic or other means will take place. A statement of necessity shall be included in the minutes for such meeting and filed with the secretary of state within two working days of the meeting. All votes at such meetings shall be roll call votes.