

TENNESSEE STATE BOARD OF EDUCATION	
BOARD MEETINGS	1.400

The Board will transact all business at official meetings which may be either regular or special.¹

Every meeting of the Board will be open to the public.² Open meetings will be accessible to all interested citizens.³

REGULAR MEETINGS

The Board is to hold at least four meetings each year. Meetings may be held at the State Capitol or at another location within the State determined by the Board.

The four required meeting dates shall be set by October 15 of the preceding year.

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 Board shall notify each member of the Board and the Commissioner of Education of any special meeting before the time fixed for same. A majority of the Board may call a special meeting in accordance with the above provisions.⁴

NOTICE

The State Board of Education shall comply with Tennessee’s Sunshine Law requiring public bodies to hold open meetings. Adequate public notice must be given prior to all regular or called meetings of the Board or its committees.

DEVELOPMENT OF THE AGENDA

The agenda shall be prepared by the Executive Director with concurrence by the Chairman.

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

An agenda item may be removed from the agenda with the permission of the Chairman. The removal of items from the agenda shall be included as an unscheduled item on the consent agenda at the meeting and shall be approved by a majority vote of the Board members present.

¹ Tenn. Code Ann. § 49-1-301 (6)(d)(1).

² Tenn. Code Ann. § 8-44-102.

³ 28 CFR § 36.201(a); 36.202.

⁴ Tenn. Code Ann. § 49-1-301 (6)(d)(2)(3).

TENNESSEE STATE BOARD OF EDUCATION	
BOARD MEETINGS	1.400

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

DISTRIBUTING AGENDA MATERIALS PRIOR TO BOARD MEETINGS

Agenda materials shall be mailed to State Board of Education members prior to the meeting. Copies of the agenda materials will be available for other appropriate parties at the State Board of Education office and on the Board's website.

QUORUM

The quorum for an official meeting of the State Board of Education shall require the presence of a majority of the current voting members of the Board.

PROCEDURE FOR VOTING

Every vote or resolution adopted by the Board will be taken by calling ayes and nays. A roll call vote shall be called in alphabetical order, with the chairman voting last and required in the case of adopting Rules and Regulations of the Board. A roll call vote shall also be called for denial of teacher license applications, license revocations and license restoration. Multiple rules or other issues may be combined in a single roll call vote. If a member objects to only one of the items being voted on, separate roll call votes shall be called.⁵

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

SUSPENSION OF THE RULES

A quorum of the State Board of Education may agree to suspend its rules.

RECONSIDERATION OF PREVIOUS ACTION

A quorum of the State Board of Education may agree to reconsider previous action.

MINUTES

The term “minutes” refers to the proceedings of official meetings of the State Board of Education. True and correct copies of the minutes of Board meetings shall be prepared under the supervision of the Executive Director and Chairman after each meeting and copies shall be sent to all members. All Committee minutes shall be filed in the State Board of Education office.

ELECTRONIC PARTICIPATION

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

⁵ Tenn. Code Ann. § 4-5-222.

TENNESSEE STATE BOARD OF EDUCATION	
BOARD MEETINGS	1.400

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.⁶

RULES OF ORDER

Debates and proceedings before the Board will be conducted in accordance with *Robert’s Rules of Order* (current edition) when not in conflict with rules of the Board or other statutory requirements.

RECOGNITION OF SPEAKERS

Persons wishing to comment regarding an item on the Board and/or committee agenda shall notify the Executive Director of the State Board of Education at least forty-eight (48) hours prior to the scheduled meeting. Such person(s) shall give his/her name, address, phone number and the organization, agency or individual he/she will be representing. No person, committee, or delegation, not on the agenda, shall be heard unless recognized by the chairman.

SUBJECT OF REMARKS

All speakers before the Board shall confine their remarks to the subject indicated in the recognition by the Chairman.

PROCEDURE FOR ASKING QUESTIONS

Public speakers shall not directly question individual members of the Board or the Chairman without express permission of the Chairman, nor shall individual members of the staff address questions directly to the speaker without permission of the Chairman.

REPRESENTATIVES OF GROUPS

Only one spokesperson for any group appearing before the Board shall address the Board. Other members may do so with express permission of the Chairman or by previous arrangement.

DEMONSTRATIONS

Disruptive behavior, placards, and banners shall not be permitted in the meeting room of the Board. Building security will be asked to remove persons in violation of this section.

ENFORCEMENT

Any person violating rules of this article (Rules of Order) shall be denied the floor.

⁶ Tenn. Code Ann. § 8-44-108.

TENNESSEE STATE BOARD OF EDUCATION	
BOARD MEETINGS	1.400

OTHER CONSIDERATIONS

READING REQUIREMENT

One Reading:

Unless decided otherwise by the Chairman, the following items shall require only one reading: salary schedules; amendments to the NCLB accountability workbook; course name changes; PRAXIS test scores; and teacher license denial, formal reprimand, suspension, revocation, or restoration requests. With permission of the Chairman, new Board policies or Board policy changes, additions and deletions may be considered on only one reading in order to accommodate special circumstances (ex: timing considerations, etc.).

Two Readings:

Unless decided otherwise by the Chairman, the following items shall require two readings: new Board policies; changes, additions and deletions to current Board policies; new Board rules and regulations; changes, additions and deletions to current Board rules and regulations; curriculum standards; and licensure or employment standards.

Consent:

Unless decided otherwise by the Chairman, the following items shall be placed on the Consent Agenda: adoption of the agenda; approval of minutes of prior Board meetings; deletion of items from the regular agenda, technical corrections to Board policies or guidance that are strictly grammatical in nature or required by law; and other items which are determined to be appropriate for the Consent Agenda by the Executive Director (with approval by the Chairman).

REGULATIONS RESULTING FROM LEGISLATION

Regulations or laws resulting from legislation and pertaining to education will be reviewed at the end of each legislative session in the State Board of Education meeting.