

MANCHESTER CITY SCHOOLS
Policy Manual

Descriptor Code: 1.402 Notification of Meetings¹
Issued Date: 07/19/93
Rescinds:
Rescind Date:
Review Month: July/August

Adequate notice of meetings in the case of regular meetings shall consist of the approval of a schedule of all regular meetings for the Board for a year and subsequent posting of this list in the Board/director of schools' office and in each of the public schools. The schedule shall also be sent to the president of the local education association and to the local news media for periodic announcement. No other notice of regular meetings shall be necessary beyond those stated and the holding of the particular regular meetings at the appointed times, if the date and time of the next meeting was announced at the last held board meeting.

In the case of special board meetings, notice shall be posted in the same locations with notice sent to the local news media and the president of the local education association, as in the case of regular meetings, at least twenty-four (24) hours prior to the meeting.

The only exception permitted is in case of emergency, defined for this policy as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action." In such exceptions, notice shall be given to all appropriate parties as is practical.

All notices of special board meetings shall state the time, place and purpose of the meeting.

Legal References:

1. [TCA 8-44-103](#)
[TCA 49-2-202\(c\)](#)

Cross References