

TELECONFERENCE OR VIDEO BOARD MEETINGS

INTRODUCTION

If the Jackson Public School District's Board of Trustees finds it necessary to conduct one of its regular or special meetings through means of a teleconference or video .as outlined in this policy, the board shall adhere to the requirements of the Open Meetings Law, as specified in Miss. Code Ann. Section 25-41-5.

"Meeting" means an assemblage of members of a public body at which official acts may be taken upon a matter over which the public body has supervision, control, jurisdiction, or advisory power. The term "meeting" also means any such assemblage through the use of video or teleconference devices as outlined in Miss. Code Ann. Section 25-41-3(b). All official meetings of this board shall be declared to be public meetings and shall be open to the public at all times unless declared an executive session as provided in Miss. Code Ann. Section 25-41-7.

AUTHORITY TO CONDUCT MEETINGS THROUGH TELECONFERENCE OR VIDEO MEANS AND THE ESTABLISHMENT OF A QUORUM

The Board of Trustees may conduct any meeting through teleconference or video means. A quorum of a public body as prescribed by law may be at different locations to conduct a meeting through teleconference or video means provided that the equipment used is located at the place where the public body normally meets or at a public location specified in any notice of a special meeting, and provided that the equipment allows all members of the public body and members of the public who attend the meeting to hear the deliberations of the public body.

PUBLIC NOTICE AND PARTICIPATION

No notice of emergency meetings is required according to state law except that the meeting shall be noticed one (1) hour after the emergency meeting is called. The notice shall include the date, time, place, and purpose of the meeting. For purposes of this policy, the board room at 621 South State Street will be the central or primary location. Any interruption in the teleconference or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access restored.

AGENDA AND SUPPORTING MATERIALS

An agenda and materials that will be distributed to board members that have been made available to the staff in sufficient time for duplication and forwarding to all locations where public access will be provided shall be made available to the public at the time of the meeting.

MINUTES AND RECORDING OF MEETING

Minutes of all meetings held by teleconference or video means shall be recorded as required by Miss. Code Ann. Section 25-41-11. Votes taken during any meeting conducted through teleconference or video means may be recorded name in roll-call fashion or by a board member stating their voice vote and included in the minutes. In addition, the school district shall make an audio recording of the meeting if a teleconference medium is used or an audio/visual recording if the meeting is held by video means. The recording shall be preserved by the board of trustees for three (3) years following the date of the meeting and shall be available to the public.

EMERGENCY SITUATIONS

The Board of Trustees may meet by teleconference or video means as often as needed if an emergency exists and the public body is unable to meet at its regular or special board meeting. For purposes of this policy, an emergency is defined as a matter needing the immediate action of the board of trustees, such that a delayed incident to the physical presence constituting a quorum of the board members at a regular or special board meeting would create or cause an adverse impact on the school district, its operations, its employees, or its students, or involves issues of imminent public concern. Emergency shall also mean situations including health and safety issues, inclement weather, or other emergent situations, in which meeting in person is deemed to be potentially hazardous to board members and other attendees. When conducting emergency meetings through teleconference or video means, the board shall comply with the provisions of this section requiring minutes, recordation, and preservation of the audio or audio/visual recording of the meeting. The nature of the emergency shall be stated in the minutes.

A notice of five days shall not be required for teleconference or video meetings that are continued to address an emergency or to conclude the agenda of a teleconference or video meeting of the board of trustees for which the proper notice has been given when the date, time, place, and purpose of the continued meeting are set during the meeting before adjournment. Miss. Code Ann. Section 25-41-5 (2007). The board shall notify a meeting called under this section within one (1) hour after the meeting is called.

SOURCE: Mississippi School Boards Association

LEGAL REF.: Miss. Code Sections 25-41-3; 25-41-5; 25-41-15

DATE: September 17, 2007
December 14, 2011

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