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COMMUNICATION AND INFORMATION SHARING POLICY

The Board recognizes the applicability of Tennessee’s Open Records Act, T.C.A. §§10-7-501 et seq., and Tennessee’s Open Meetings Act, T.C.A. §§8-44-101 et seq.

**A. Requests for Information**

1. A records request shall be submitted to the Board’s presiding officer.
2. The request shall specify the records which are the subject of the request.
3. The request shall include the name, address, and telephone number of the individual making the request.
4. Copies of the requested records shall be mailed to the individual who made the request.
5. The fee charged for providing copies of requested records will be determined by administrative rules.

**B. Requests to Address Board (Public Comments)**

1. An individual who wishes to address the Board shall sign-in on the public comment sign-in sheet no later than 5 (five) minutes before the scheduled start of the Board meeting.
2. The individual must be present when called to speak and will be given 5 (five) minutes to address the Board. No individual is allowed to yield their time to another speaker.
3. All requests to address the Board shall occur at the beginning of the regularly scheduled meeting. The first 15 minutes of each meeting shall be designated for public comments, should there be anyone wishing to address the Board.

**\*\*\*Approved August 31, 2023\*\*\***