

**RULES
OF
TENNESSEE BOARD OF COURT REPORTING**

**CHAPTER 0455-01-01
ORGANIZATION AND ADMINISTRATION**

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0455-01-01-.01 MEETINGS OF THE BOARD.

- (1) The Board shall comply with the Tennessee Public Meetings law, Title 8, Chapter 44 of Tennessee Code Annotated.
- (2) A minimum of two regular meetings shall be held each year.
- (3) Four of the members of the Board shall constitute a quorum for the transaction of business.
- (4) At its first meeting each calendar year, the board shall elect a Chair, a Vice Chair and a Secretary from its membership. No member shall be elected to serve more than two consecutive years in the same office.
- (5) The Chair shall, in accordance with these rules, rule upon all questions of procedure and, in the event that evidence is taken, on the admissibility of that evidence. The decision of the Chair shall be final.
- (6) All members of the Board, including the Chair, are entitled to vote and to make or second motions. A majority of those members on the Board present and voting on any matter shall decide that matter before the Board.
- (7) Special meetings may be called by the Chair or by a quorum of the Board.
- (8) Notice of a meeting shall be given to all Board members at least seven days in advance of the meeting, unless all Board members agree to waive the seven day notice, or unless exigent circumstances require meeting with less notice.
- (9) Requests to present information to the Board during a regularly scheduled Board meeting shall be submitted be in writing to the Director of the Administrative Office of the Courts, or his/her designee, at least fourteen days prior to the meeting. Exceptions may be made in extraordinary circumstances at the direction of the Chair. All requests are subject to review and approval by the Chair. The usual time limitation for presentations will be five minutes with exceptions made by permission of the Chair. Written requests should include:
 - (a) Contact information of the designated spokesperson; and
 - (b) Summary of information to be presented.
- (10) The Secretary or designee shall keep a record of all regular meetings. The minutes shall be transcribed and presented for approval or amendment at the next regular meeting. The minutes or a true copy thereof, approved by the Board, shall be open to public inspection. The minutes shall reflect:

(Rule 0455-01-01-.01, continued)

- (a) The time and place of each regular meeting of the Board;
 - (b) Names of the Board members present;
 - (c) Whether guests were present, and if guests made presentations to the board, the name of the presenter and subject of such presentation;
 - (d) All official acts of the Board;
 - (e) The vote of the Board except when the votes are unanimous;
 - (f) When requested by a dissenting Board member, specific reasons shall be recorded; and
 - (g) A roll call vote may be taken upon the request of a Board member.
- (11) All regular meetings of the Board shall be open and public except for executive sessions as provided by the Tennessee Public Meetings law, T.C.A Title 8, Chapter 44.

Authority: T.C.A. §§ 20-9-604 and 20-9-607. **Administrative History:** Emergency rule filed February 1, 2010; effective through July 31, 2010.

0455-01-01-.02 DUTIES OF THE OFFICERS OF THE BOARD.

- (1) The Chair shall preside at meetings of the Board, appoint members to serve on committees and subcommittees as may be created, serve as ex-officio member of all committees and subcommittees, and determine the rules of order of Board meetings.
- (2) The Vice Chair shall preside in the absence of the Chair and shall assume the duties of Chair when necessary.
- (3) The Secretary shall be responsible for the taking and maintenance of minutes of Board meetings.

Authority: T.C.A. §§ 20-9-604, 20-9-605 and 20-9-607. **Administrative History:** Emergency rule filed February 1, 2010; effective through July 31, 2010.

0455-01-01-.03 BOARD MEMBER COMPENSATION.

- (1) Each member of the Board shall serve without compensation, but shall be reimbursed for travel expenses incurred in attendance at meetings of the Board and any other business of the Board at its discretion. Travel expenses shall be reimbursed according to the rules promulgated by the department of finance and administration and approved by the Attorney General.
- (2) The reimbursement for expenses shall be paid from funds derived from the Tennessee Board of Court Reporting Fund. If funds are not available, reimbursement shall not be made.

Authority: T.C.A. §§ 20-9-604 and 20-9-607. **Administrative History:** Emergency rule filed February 1, 2010; effective through July 31, 2010.

0455-01-01-.04 USE OF FORMS.

Applications and forms shall be made on the prescribed forms approved by the Board. Copies of instructions and forms are available from the Administrative Office of the Courts.

(Rule 0455-01-01-.04, continued)

Authority: T.C.A. §§ 20-9-605, 20-9-607, 20-9-609, 20-9-610, 20-9-613 and 20-9-614. **Administrative History:** Emergency rule filed February 1, 2010; effective through July 31, 2010.

0455-01-01-.05 MAINTENANCE AND INSPECTION OF BOARD RECORDS.

- (1) The Board shall maintain its records in Accordance with the Tennessee Public Records law, T.C.A Title 10, Chapter 7.
- (2) Public records maintained by the Board shall be subject to public disclosure pursuant to the Tennessee Public Meetings law, T.C.A. Title 8, Chapter 44 and the Tennessee Public Records law, T.C.A. Title 10, Chapter 7.
- (3) Upon request to the Director of the Administrative Office of the Courts, public records maintained by the Board shall be available for inspection and duplication at the Administrative Office of the Courts during regular business hours. The inspection and duplication of public records shall be under the supervision of the Director of the Administrative Office of the Courts or his/her designee.
- (4) Any person wishing to obtain copies of public records shall submit a written request to the Administrative Office of the Courts. Copies will be supplied upon payment of costs applicable under the Schedule of Reasonable Costs for Public Records published by the Administrative Office of the Courts.
- (5) Public records maintained by the Board that are available for inspection and duplication include, but are not limited to:
 - (a) Names and business addresses of current licensees;
 - (b) Names of persons whose licenses have been suspended, revoked or subject to some other public discipline, including the type of license, date, infraction, the penalty incurred and the length of the penalty imposed;
 - (c) Rules and regulations of the Board as promulgated and published in accordance with the Uniform Administrative Procedures Act, T.C.A. Title 4, Chapter 5.
 - (d) Other written statements of policy or interpretations formulated, adopted or used by the Board in the discharge of its duties and functions; and
 - (e) Final orders, decisions, declaratory rulings and opinions issues by the Board.

Authority: T.C.A. §§ 20-9-604, 20-9-605 and 20-9-607. **Administrative History:** Emergency rule filed February 1, 2010; effective through July 31, 2010.

0455-01-01-.06 RULES AND REGULATIONS.

All rules and regulations of the Board shall be adopted, amended or repealed in accordance with T.C.A. Title 4, Chapter 5, the Uniform Administrative Procedures Act.

Authority: T.C.A. § 20-9-607. **Administrative History:** Emergency rule filed February 1, 2010; effective through July 31, 2010.