

## **SCHOOL BOARD BYLAWS**

### **Duties of Chair/Vice Chair**

#### **A. Chair**

The duties of the Chair shall be:

1. To preside at all meetings of the School Board;
2. To oversee all School Board Members' appointments to committees and outside organizations and bring such appointments to the School Board for approval;
3. To serve as an ex-officio member of all committees, and to sign the records of the School Board;
4. To preserve order at all times and to endeavor to conduct all business before the School Board with propriety, decorum and dispatch;
5. To meet with the Vice Chair and the Superintendent or designee to plan the School Board Meeting Agenda. All requests for Agenda items shall be made through the Chair or the Vice Chair;
6. To sign or approve required documents, use of funds or provisions of services on behalf of the Superintendent or designate another School Board Member to do so;
7. To acknowledge communications to the entire School Board. When acknowledging on behalf of the entire School Board, the Chair will limit responses to acknowledgement of receipt of the communication, reference to other persons or entities who will respond to the communication, reference to where data can be found or when matters will be addressed by the School Board or the Superintendent, and other pertinent factual information. When acknowledging on behalf of the entire School Board, the Chair will not include personal opinions or personal comments; and
8. To perform such other duties as may be prescribed by law or by action of the School Board.

#### **B. Vice Chair**

The Vice Chair shall preside or act in the absence, unavailability or inability to act of the Chair.

The Vice Chair shall act as Chair upon the death, resignation, or other vacancy in the office of Chair. Upon the death, resignation, or other vacancy in the office of Chair, the Vice Chair shall call an election for the office of Vice Chair to be held within fifteen (15) calendar days after such vacancy in office occurs.

The Vice Chair works with the Chair and Superintendent to plan the School Board Meeting agendas.

The Vice Chair shall also perform such other duties prescribed by law or by action of the School Board.

### **Legal Reference**

Charter of the City of Virginia Beach, Virginia § 16.07, as amended. Selection, responsibilities, and duties of the chairman and vice-chairman.

Code of Virginia § 22.1-76, as amended. Chairman; clerk; Vice Chairman; deputy clerk; terms; compensation and bonds of clerk and deputy clerk; officers ineligible to serve as clerk and deputy clerk; approval of division superintendent's designee.

Adopted by School Board: July 21, 1992  
Amended by School Board: August 17, 1999  
Amended by School Board: February 20, 2001  
Amended by School Board: December 2, 2008  
Reviewed by School Board: August 2, 2016  
Amended by School Board: March 12, 2019  
Amended by School Board: October 22, 2019  
Amended by School Board: July 20, 2021  
Reviewed by School Board: November 2022

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Lencioni