

SCHOOL BOARD BYLAWS

School Board Meeting Minutes and Maintenance of Meeting Documents/Posting of Meeting Minutes

A. School Board Meeting Minutes and Recording Votes

The minutes of regular business and special meetings, public hearings and work sessions of the School Board shall include:

1. The classification (regular, special, public hearing and so forth), date, time and place of meeting;
2. The call to order starting time, person presiding and person's office;
3. The record of School Board Members in attendance, times of late arrivals and early departures;
4. A notation of the presence or absence of the Superintendent;
5. A record of any corrections to the minutes of the previous meeting and the action approving them;
6. A recording of the comments of citizens that are recorded during meetings;
7. A record of any reports of School Board Members or staff members;
8. A record of each motion placed before the School Board to include the School Board Member making the motion and the School Board Member seconding, if any;
9. A record of each School Board Member's votes. School Board Members may request that their votes be changed if such request is made prior to consideration of the next order of business; and
10. Motions to go into closed meeting and certifications upon coming out of closed meeting as required by the Virginia Freedom of Information Act.

B. Maintenance and storing of meeting recordings and documentation

1. Recordings of business meetings

Proceedings of all business meetings of the School Board shall be recorded except when in closed meetings. Recordings of business meetings will be maintained and stored as required by law or regulation.

2. Maintenance of meeting documentation

The minutes shall be permanently filed and indexed for reference purposes. Any written reports requiring School Board action, and certain other voluminous written documents, may be part of the minutes by reference. When this is done, the document shall be placed in the School Board file as a permanent record. All resolutions and agreements or similar formal documents shall be reproduced as a part of the minutes or as attachments thereto.

C. Posting of minutes

The minutes of the School Board Meetings shall be posted on the School Board's website within seven working days of final approval of the minutes.

Legal Reference

Code of Virginia § 2.2-3707, as amended. Meetings to be public; notice of meetings; recordings; minutes.

Code of Virginia § 2.2-3707.2, as amended. Posting of minutes of local public bodies.

Code of Virginia § 2.2-3712, as amended. Closed meetings procedures; certification of proceedings.

Code of Virginia § 22.1-74, as amended. Minutes of meetings.

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: May 14, 2002
Amended by School Board: December 2, 2008
Amended by School Board: August 2, 2016
Amended by School Board: July 12, 2022
Reviewed by School Board: November 2022

APPROVED AS TO
LEGAL SUFFICIENCY


