

## **SCHOOL BOARD STANDING RULES**

### **A. Time, Place, and Order of Business for Regular Meetings**

Regular meetings shall be generally held in the School Board Chambers of the School Administration Building on the second and fourth Tuesday of each month or as otherwise set by the School Board. The normal times and order of business at regular meetings shall be as follows:

#### **INFORMAL MEETING**

1. Convene School Board Workshop (~~Einstein Lab~~) generally at 4:00 p.m. or as otherwise set.

The time for convening the workshop may be changed by the Chair based upon the volume of business to be transacted.

- a. School Board Administrative Matters & Reports
2. Closed Meeting for legal matters, personnel matters, publicly held property, student disciplinary matters or other matters authorized by the Virginia Freedom of Information Act.
3. School Board Recess 5:30 p.m.

(Informal meeting and/or Closed meeting may resume after the formal meeting, if necessary)

#### **FORMAL MEETING**

4. **Call to Order and Roll Call 6:00 p.m.**
5. **Moment of Silence followed by the Pledge of Allegiance**
6. **Student, Employee and Public Awards and Recognition** (see Bylaw 1-39)
7. **Adoption of the Agenda**
8. **Superintendent's Monthly Report** (second monthly meeting)
9. **Approval of Meeting Minutes**
10. **Hearing of Citizens and Delegations on Formal Agenda Items**

At this time, the School Board will hear public comment on items germane to the School Board Formal Agenda for the meeting from citizens who have signed up to speak with the Clerk of the School Board by noon the day of the meeting and shall be allocated four (4) minutes each, if time is available. ~~Citizens must sign up by noon the day of the meeting. If~~ All public comment shall meet the School Board Bylaws requirements for Decorum and Order and Public Comments at School Board Meetings.

**11. Consent Agenda**

- a. Commemorative Resolutions
- b. Policy Review Committee Recommendations
- c. Religious exemptions

**12. Action**

- a. Personnel Report / Administrative Appointments

**13. Information**

- a. Interim Financial Statements – [month year] (second monthly meeting)
- b. Policy Review Committee Recommendations

**14. ~~Standing~~ Committee, Organization or Board Reports**

- a. School Board Members appointed to represent the School Board on committees, organizations or boards may briefly present updates on the work of their committee, organization or board.

**15. Conclusion of Formal Meeting**

**16. Hearing of Citizens and Delegations on Informal Meeting and Non-Agenda Items (School Board Room)**

At this time the School Board will hear public comment on items germane to the business of the School Board that are not on the School Board's Formal Agenda for the meeting from citizens who sign up to speak with the Clerk of the School Board by noon the day of the meeting. Speakers are limited to four (4) minutes of comment. All public comments shall meet the School Board Bylaw requirements for Decorum and Order and Public Comments at School Board Meetings.

**17. Recess into workshop and/or Closed Meeting, if necessary**

18. **Vote on Remaining Action Items**, if necessary

19. **Adjournment**

**Related Links**

School Board [Bylaw 1-18](#)

School Board [Bylaw 1-37](#)

School Board [Bylaw 1-39](#)

School Board [Bylaw 1-40](#)

Adopted by the School Board: February 20, 2001

Amended by the School Board: July 3, 2001

Amended by the School Board: July 2, 2002

Amended by the School Board: July 1, 2003

Amended by the School Board: July 6, 2004

Amended by the School Board: July 5, 2005

Amended by the School Board: July 8, 2006

Amended by the School Board: July 12, 2007

Amended by the School Board: December 2, 2008

Amended by the School Board: August 18, 2015

Amended by School Board: August 2, 2016

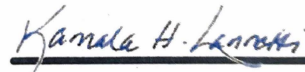
Amended by School Board: October 10, 2017

Amended by School Board: March 27, 2018

Amended by School Board: September 9, 2020

Amended by School Board: May 11, 2021

APPROVED AS TO  
LEGAL SUFFICIENCY

  
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