

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~~man~~ 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 Agenda Items**

At this time, the School Board will hear public comment on items germane to the School Board 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 ~~until 7:30 p.m.~~, if time is available. Citizens ~~must be encouraged to~~ sign up by noon the day of the meeting. If ~~time does not permit all citizens who have signed up members of the public to speak before 7:30 p.m., an additional opportunity for public comment on Agenda items may be given after the information section of the Agenda.~~ All public comment shall meet the School Board Bylaws requirements for Decorum and Order and Public Comments at School Board Meetings.

~~11.~~ Approval of Minutes

~~12.~~ Adoption of the Agenda

~~13.~~ 11. Consent Agenda

- a. Commemorative Resolutions¹
- b. Policy Review Committee Recommendations
- c. Religious exemptions

~~14.~~ 12. Action

- a. Personnel Report / Administrative Appointments

~~15.~~ 13. Information

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

~~16.~~ 14. Standing Committee Reports

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

~~17.~~ 15. Conclusion of Formal Meeting

~~18.~~ 16. Hearing of Citizens and Delegations on 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 Agenda for the meeting from citizens who sign up to speak with the Clerk of the School Board by noon 3:00 p.m. 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.

~~19.17.~~ **Recess into workshop and/or Closed Meeting, if necessary**

~~20.18.~~ **Vote on Remaining Action Items, if necessary**

~~21.19.~~ **Adjournment**

~~**B. School Board Awards and Recognition Criteria for Students, Employees and the Public**~~

~~The School Board may provide recognition at its formal regular School Board meetings for achievements that meet the following criteria:~~

- ~~• Achieve first or second place in national competitions/events.~~
- ~~• Achieve national recognition for outstanding achievements, i.e., National Merit Finalists.~~
- ~~• Achieve first place in regional (multi-state) competitions/events.~~
- ~~• Achieve first place in state competitions/events.~~
- ~~• Achievements beyond the scope of regular academics/activities and/or job performance~~

~~**B. Procedure at Annual Organizational Meeting for Election of Chairman pursuant to Bylaw 1-37**~~

~~At the Annual Organizational Meeting the Superintendent shall serve as Chairman pro tem for the sole purpose of electing the Chairman.~~

~~The election procedure begins with the call for the nomination of candidates for the position of Chairman. The nomination of any candidate does not require a second. A motion to close nominations is not necessary but, when made, requires an affirmative vote of two-thirds of the School Board. A motion to re-open nominations requires a majority vote of the School Board.~~

~~Procedure for electing Chairman—If fewer than four candidates are nominated for the Chairman, candidates will be voted for electronically utilizing the voting colors green, red, and yellow on the electronic voting board. The candidates will draw for their voting color and the Clerk will inform the School Board Members which candidate is assigned to each color. School Board Members will then vote for a candidate by selecting the color that corresponds to the candidate on the electronic voting board. If four or more candidates are nominated for the position of Chairman, then each School Board Member present will vote for a nominee by written ballot. The Clerk or designee will read the name of the School Board Member and who that School Board Member voted for. If no nominee receives a majority vote, then balloting will continue until one nominee has receives a majority vote of the School Board Members present at the Meeting. Abstention votes will not be allowed during balloting for the Chairman or Vice Chairman. If repeat balloting is necessary, all candidates remain under consideration, unless a candidate withdraws.~~

~~The School Board may permit Members to speak on behalf of nominations at the time of nomination or only after nominations have closed, at its discretion.~~

~~Following the completion of the election of the Chairman, the Chairman shall conduct the election of the Vice Chairman. The same procedure for election will be followed.
In order to ensure a recognition process that is reasonable and manageable, the School Board may read and approve resolutions supported by Presidential, Congressional, General Assembly, and Gubernatorial Proclamation~~

Editor's Note

~~*Pursuant to Bylaw 1-40 these Standing Rules may be suspended or amended by a majority vote of the Board at any time and without notice.
See Bylaw 1-37 for adoption, publication and scope of Standing Rules.*~~

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: 2020

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lencioni