

SCHOOL BOARD BYLAWS

Agenda Preparation and Notice

A. Agenda Items

The Chair and Vice Chair along with the Superintendent or designee shall plan a proposed agenda for School Board meetings. Once a tentative agenda is approved, the School Board Clerk will send the agenda to the School Board Members five (5) calendar days prior to the meeting or within a reasonable time before a special meeting. The Superintendent and the School Board Clerk may develop agenda planning procedures and timelines.

1. Development of agenda

The Quarterly Forecast along with prior direction from the School Board will be considered in developing the agendas for regular meetings. When developing an agenda, the Chair and Vice Chair will take into consideration the time available for all proposed topics, the preparation time necessary for presentation, and other relevant matter before setting the final agenda. Items should not be placed on the Action Agenda without consideration being given to providing adequate public notice.

2. School Board Member requests for agenda items

School Board Members may present to the Chair or Vice Chair a request to add matters to the agenda. If the Chair and Vice Chair determine that the requested agenda item requires more time, preparation or other considerations before being added to an upcoming agenda, the requesting School Board Member(s) will be informed and reasonable efforts will be used to resolve if or when the request can be placed on an agenda. A School Board Member may make a motion at a meeting to add an agenda item and the School Board will vote on the School Board Member's request.

3. Requests from patrons for agenda items

Patrons of the School Division do not have a right to add or remove items from an agenda. However, patrons may submit a request for the School Board to consider adding an agenda item. Such request should be sent to Chair in writing. The Chair and Vice Chair along with the Superintendent will make a determination regarding the request and inform the patron of the decision. No appeal of such determination will be allowed.

4. Business at meetings restricted to agenda

Unless provided elsewhere in the Bylaws the business conducted by the School Board will be restricted to those matters included in the agenda.

5. Published agenda

Once the agenda is published, the Chair may authorize changes for good and just cause. The School Board must affirm such changes by majority vote of members present at the meeting.

B. Annual Organizational Meeting Agenda Preparation

It shall be the duty of the outgoing Chair and Vice Chair to plan the agenda for the annual organizational meeting. If the Chair's and Vice Chair's elected/appointed terms of office on the School Board expire before the annual organizational meeting, then the most senior School Board Member whose last name is first alphabetically shall act as Chair for the purposes of planning the agenda for the annual organizational meeting.

C. Notice of meetings and agendas

The Clerk shall post and give notice of the date, time, and location of meetings and make agendas available to the public as required by the Virginia Freedom of Information Act.

D. Supporting Documents

School Board Members shall be furnished, along with notice of the forthcoming meeting, such supporting documents and information as may be required in considering agenda items. At least one copy of all agenda packets and, unless exempt, all materials furnished to School Board Members for a meeting shall be made available for public inspection by the Clerk at the same time such documents are made available to School Board Members. Agendas and agenda materials may be provided electronically or posted on social media for access by the public.

Legal Reference

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

Related Links

Adopted by School Board: July 21, 1992

Amended by School Board: July 18, 1995
Amended by School Board: November 5, 1996
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: August 2, 2016
Amended by School Board: February 23, 2021
Reviewed by School Board: 2022

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Larratti