

SCHOOL BOARD STANDING RULES

A. Time and Place for Regular Meetings

Regular meetings of the School Board will generally be held on the second and fourth Tuesdays of each month, or on the dates and times designated by the School Board and as thereafter modified. The School Board reserves the right to change the date, time, or location of a previously noticed meeting upon compliance with applicable notice requirements set forth in the Virginia Freedom of Information Act. In person meetings of the School Board will take place in the School Administration Building unless otherwise specified by the School Board. When applicable, School Board meetings may be held electronically or telephonically. The School Board reserves the right to meet at other times, dates, and places upon proper notification to the public.

B. Administrative, Informal, Workshop and Closed Session Sections of Regular Meetings

On Regular Meeting days, the School Board will generally convene prior to the Formal Agenda to address Administrative, Informal, Workshop, and/or Closed Session matters. The School Board reserves the right to adjust the time for such matters but will generally begin at 4:00 p.m. prior to the Formal Agenda start time. The School Board Chair or designee, with the consensus of the School Board Members present, may move, or continue matters until after the Formal Agenda, or to another date.

C. School Board Recess

It is the School Board's practice to recess at 5:30 p.m. or sooner to prepare for the start of Formal Agenda. The School Board Chair, with

the consensus of the School Board Members present, may alter the time for recess or not recess prior to the Formal Agenda start time and may recess the Regular meeting at other times.

D. Formal Meeting

Agendas for Regular Meetings of the School Board will generally follow the format set forth below. The School Board reserves the right to alter the Agenda when the Agenda is adopted or at any time during the Meeting by majority vote of the School Board Members present at the Meeting at the time of the vote. The Order of the Formal Meeting will be:

1. Call to Order and Roll Call 6:00 p.m.
2. Moment of Silence followed by the Pledge of Allegiance
3. Student, Employee and Public Awards and Recognition (see Bylaw 1-39)
4. Adoption of the Agenda
5. Superintendent's Monthly Report (second monthly meeting) and recognitions (first and second monthly meetings)
6. Approval of Meeting Minutes
7. Public Comments until 8:00 p.m.

At this time, the School Board will hear public comment on items in accordance with School Board Bylaw 1-47 Public Comments or as otherwise set forth by the School Board for this Meeting. The School Board may suspend Public Comments to handle other matters on the Agenda and resume Public Comments later in the meeting.

8. Information

- a. Interim Financial Statements – [month year]
(second monthly meeting)
- b. Policy Review Committee Recommendations
- c. Presentations regarding matters relevant to the
School Board and the School Division

9. Return to public comments if needed

10. Consent Agenda

- a. Commemorative Resolutions
- b. Policy Review Committee Recommendations
- c. Religious exemptions
- d. Other matters as determined appropriate for
Consent approval.

11. Action

- a. Personnel Report / Administrative
Appointments
- b. Matters requiring action by the School Board

12. 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.

13. Return to Administrative, Informal, Workshop or Closed
Session matters if necessary.

14. 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

Amended by School Board: June 22, 2021

Amended by School Board: September 28, 2021

Reviewed by School Board: December 13, 2022

[Amended by School Board: April 2023](#)

APPROVED AS TO
LEGAL SUFFICIENCY


