CALLING AND CERTIFICATION OF CLOSED MEETINGS

I. Definitions

- A. "Committee" includes subcommittees and other entities, however designated, of the Alexandria City School Board (Board) created to perform delegated functions of the Board or to advise the Board. It does not exclude any such committee, subcommittee or entity because it has private sector or citizen members.
- B. "Meeting" means any gathering of three or more members of the Board, or a quorum of members if less than three, of any of its committees or advisory committees, at which public business is discussed.

II. Generally

- A. No closed meetings are held by the Board or any committee thereof unless the Board or committee has taken an affirmative recorded vote in an open meeting approving a motion which (i) identifies the subject matter, (ii) states the purpose of the meeting as authorized in Va. Code § 2.2-3711.A or other provision of law and (iii) cites the applicable exemption or exemptions from open meeting requirements provided in the Virginia Freedom of Information Act (FOIA) or other provision of law. The matters contained in such motion are set forth in detail in the minutes of the open meeting. A general reference to the provisions of FOIA or authorized exemptions from open meeting is not sufficient to satisfy the requirements for holding a closed meeting.
- B. The Board, or committee thereof, in holding a closed meeting, restricts its discussion of matters during the closed meeting only to those purposes specifically exempted under FOIA and identified in the motion required in subsection A, above.
- C. At the conclusion of any closed meeting, the Board or committee thereof immediately reconvenes in an open meeting and takes a roll call or other recorded vote to be included in the minutes, certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting. Any member of the Board or committee who believes that there was a departure from the requirements of (i) and (ii) above, so states prior to the vote, indicating the substance of the departure that, in the member's judgment, has taken place. The statement is recorded in the minutes of the meeting.
- D. Failure of the certification required by subsection C, above, to receive the affirmative vote
 of a majority of the members present during a meeting does not affect the validity or
 confidentiality of such meeting with respect to matters considered therein in compliance
 with these provisions. The recorded vote and any statement made in connection therewith,

46	upon proper authentication, constitute evidence in any proceeding brought to enforce			
47	FOIA			
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49	-	Except as specifically authorized by law, in no event may the Board or committee thereof		
50			rs discussed in any closed meeting, except at an open meeting for which	
51 52	notice	e was given pu	ursuant to Va. Code §2.2-3707.	
52 53	F The P	oard is subject	at to a givil populty of up to \$1,000 if a court finds that the Board voted	
55 54	to cer	Board is subject to a civil penalty of up to \$1,000 if a court finds that the Board voted ertify a closed meeting in accordance with subsection C above and such certification		
55	was n	was not in accordance with FOIA.		
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58	Adopted:	October 24, 1996		
59	Amended:	September 9, 1999		
60	Amended:	April 3, 200		
61	Amended:	April 24, 2014		
62	Amended:	October 12, 2017		
63	Amended:	December 5, 2019		
64	Amended:	February 8, 2024		
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66	T 1D 0			
67	Legal Refs.:	Code of Virginia, 1950, as amended, §§ 2.2-3701, 2.2-3712, 2.2-3714.		
68		DOF		
69	Cross Refs:	BCE	School Board Committees	
70		BCF	Advisory Committees to the School Board	
71		BCF-R	Regulations of Advisory Committees to the School Board	
72		BDC	Closed Meetings	
73		BDDA	Notification of Meetings	
74		BDDG	Minutes	