

**RULES OF ORDER**

The Alexandria City School Board (Board) establishes rules of order and may adopt bylaws, policies, and regulations. The Board observes the current edition of *Robert's Rules of Order Newly Revised*, except as otherwise provided by these policies or by law. The normal order of business at a regular meeting of the Board is as outlined below. The Chair, with the consent of the Board, has the latitude to reorder the agenda at any specific meeting to accommodate specific circumstances.

- I. Call to Order
- II. Pledge of Allegiance
- III. Moment of Silence
- IV. Adoption of Meeting Agenda
- V. Allow Participation of Board Members by Electronic Means
- VI. Recognitions
- VII. Communications and Addresses to the Board
- VIII. Committee Reports
- IX. Superintendent's Report
- X. Closed Meeting (if needed)
- XI. Consent Calendar
- XII. Items Pulled from Consent Calendar
- XIII. Old Business and Action Items
- XIV. New Business and Reports to the Board
- XV. Chair's Report
- XVI. Announcements by Board Members
- XVII. Future Business
- XVIII. Closed Meeting (if needed)
- XIX. Adjournment

48 **BYLAWS OF THE ALEXANDRIA CITY SCHOOL BOARD**

49  
50 **Agenda Items:**

- 51
- 52 1. At each regular meeting of the Board, there will be an affirmative vote to adopt the
  - 53 agenda as submitted.
  - 54
  - 55 2. Prior to the agenda adoption vote being taken, any Board Member may propose an
  - 56 amendment to the agenda. Amendments may include but are not limited to adding
  - 57 agenda items as Old or New Business, postponing items for which written material is
  - 58 required but not received at least three working days prior to the meeting, and making
  - 59 revisions to the Consent Calendar.
  - 60
  - 61 3. A Board Member, other than the Chair, may request an item be considered in a Closed
  - 62 Meeting provided that the request is brought to the Chair prior to the convening of the
  - 63 public meeting preceding the Closed Meeting.
  - 64

65 **Closed Meetings:**

- 66
- 67 4. If needed, the first closed meeting will be called to address items that require Board
  - 68 action during the meeting.
  - 69
  - 70 5. If needed, the second closed meeting will be called to address items which do not
  - 71 require action or where action can be taken at future meetings.
  - 72

73 **Board Member Remarks:**

- 74
- 75 6. **Remarks by Board Members at Board Meetings** should be directed to the
  - 76 Superintendent or to the Chair. Remarks should be kept to a reasonable length (one-
  - 77 two minutes). As outlined in Robert's Rules of Order, when a topic is opened for debate
  - 78 as part of a motion, no Board Member may speak more than twice in the same day on
  - 79 the same topic. In addition, no Board Member may speak a second time on a topic as
  - 80 long as any Board Member who desires to speak has not spoken to the topic.
  - 81
  - 82 7. **Remarks by Board Members at Work Sessions** should be kept to specific topics as
  - 83 moderated by the Chair. Remarks should be a reasonable length (one-two minutes).
  - 84
  - 85 8. The Superintendent is the presenter of all staff-generated agenda items. Unless the
  - 86 Superintendent elects to have a staff member make a formal presentation or answer
  - 87 questions on a specific topic, Board Member questions and concerns will be directed to
  - 88 the Superintendent (or the Chair) for response. When possible, the Chair should work
  - 89 to ensure all Board Member questions on a topic are addressed before transitioning to
  - 90 a new topic.
  - 91

92 **Bylaws in General:**

- 93
- 94 9. The Board may adopt additional Bylaws or Rules of Order for specific matters, for

95 example, consideration of the proposed operating budget.

96

97 10. Any Bylaw may be suspended for a specific amount of time by a two-thirds vote of  
98 Board Members present and voting.

99

100 11. These Bylaws will be considered for re-adoption at the Annual Organizational Meeting  
101 of the Board.

102

103

104 Adopted: January 22, 1998

105 Affirmed: August 27, 1998

106 Affirmed: July 12, 2001

107 Affirmed: July 2, 2002

108 Affirmed: July 2, 2003

109 Amended: September 4, 2003

110 Affirmed: July 1, 2004

111 Amended: October 7, 2004

112 Affirmed: July 1, 2005

113 Affirmed: July 1, 2006

114 Affirmed: July 2, 2007

115 Amended: December 20, 2007

116 Affirmed: July 1, 2008

117 Affirmed: July 1, 2009

118 Affirmed: July 1, 2010

119 Affirmed: July 1, 2011

120 Amended: October 6, 2011

121 Affirmed: July 2, 2012

122 Amended: December 4, 2014

123 Amended: September 28, 2017

124 Amended: March 22, 2018

125 Affirmed: January 7, 2019

126 Amended: February 21, 2019

127 Affirmed: January 2, 2020

128 Affirmed: January 7, 2021

129 Affirmed: January 4, 2022

130 Affirmed: January 5, 2023

131 Affirmed: July 20, 2023

132 Amended: March 21, 2024

133

134

135 Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78.

136

137	Policy Refs.:	BDA	Regular School Board Meetings
138		BDB	Special Called School Board Meetings
139		BDC	Closed Meetings
140		BDCA	Calling and Certification of Closed Meetings
141		BDDC	Agenda Preparation and Dissemination

142	BDDF	Voting Method
143	BDDG	Minutes
144	BDDH	Public Participation at School Board Meetings (also KD)
145	BDDH-R	Procedures for Public Communications with the School board