

SCHOOL BOARD BYLAWS

Regular Meetings, Time and Place, Order of Business, Recessed Meetings, and Work Session/Public Hearing, and Retreats and Abridged Meetings

A. Date, Time, and Place

The School Board will adopt a calendar of meeting dates and times that will include regular meetings and planned special meetings. Notice for meetings will be provided as required by applicable law or regulation.

1. During the months of January, February, March, April, May, September, October and November, the School Board will generally hold regular meetings on the second and fourth Tuesdays.
2. At its discretion, the School Board may schedule meeting on days other than the second and fourth Tuesdays.
3. During the months of July, August and December, the School Board will generally hold only one regular or abridged meeting.
4. During the months of January, February and March, special meetings may be scheduled to address the budget and other School Board business on those Tuesdays when regular meetings are not scheduled. ~~Regular meetings of the School Board will generally be held on the second and fourth Tuesday of each month, or on the dates and times designated by the School Board and as thereafter modified.~~
5. During the month of June, the School Board may schedule special meetings to address the evaluation of the Superintendent, the School Board Attorney, and other any other employees who the School Board has responsibility for evaluating.
6. Special meetings may be called in accordance with Bylaw 1- 46 or may be set when the School Board adopts its meetings calendar.
7. 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.
8. The School Board reserves the right to meet at other times, dates, and places upon proper notification to the public.
9. In person meetings of the School Board will take place in the School Administration Building unless otherwise specified by the School Board.
10. When applicable, School Board meetings may be held electronically or telephonically.

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B. Order of Business

The normal order of business at regular meetings shall be established in the Standing Rules but may be altered by the School Board by an affirmative vote of a majority of the School Board Members present at the meeting.

C. Recessed Meetings

Meetings may be recessed and resumed at a later time or date. Such a meeting is a continuation of a prior meeting and not a new one.

D. Work Session/Public Hearing

The School Board may convene a work session or public hearing as needed. Any action at such a meeting must be confirmed by vote in a regular, retreat, abridged or special meeting.

E. Retreat and abridged meetings

The School Board may schedule retreats to discuss, review or work on matters relevant to the School Board and the School Division. The School Board will set the agenda for retreats. The School Board reserves the right to schedule or add an abridged meeting to a retreat for the purpose of handling matters that need to be handled prior to the next regularly scheduled School Board Meeting. The School Board may determine what matters will be on an agenda for a retreat and/or an abridged meeting and will not be required to follow the format for agendas for regular meetings. Retreats and/or abridged meetings will be considered special meetings of the School Board.

F. Decisions regarding how School Board meetings are conducted

When School Board Bylaws, policies, regulations or applicable law or regulation do not adequately address how School Board Meetings are conducted or when insufficient time is available for the School Board as a whole to take action before such Meeting, the Chair, School Board Clerk or Superintendent or their designees are authorized to make reasonable and necessary decisions regarding how such meetings are to be prepared and conducted, subject to review by the School Board.

Legal Reference

[Code of Virginia § 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes.](#)

[Code of Virginia § 22.1-72, as amended. Annual organizational meetings of school boards.](#)

Related Links

School Board [Policy 7-2.](#)

School Board Bylaws [Appendix B.](#)

Adopted by School Board: July 21, 1992

Amended by School Board: September 21, 1993

Amended by School Board: August 17, 1999

Amended by School Board: February 20, 2000

Amended by School Board: January 12, 2021

Amended by School Board: December 2, 2008
Amended by School Board: August 2, 2016
Amended by School Board: October 10, 2017
Amended by School Board: January 12, 2021
Amended by School Board: September 28, 2021
Scrivener's amendments: December 13, 2022

Amended by School Board: 2025

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lennetti