

**Section 2-3.2. Meetings generally and time limitation; meetings open to the public; notice of meetings; agenda packets; placing item on agenda; recording open meetings; special Meetings; quorum required; meeting minutes.** — A. The School Board transacts all business at School Board meetings. The School Board does not vote by secret or written ballot. However, nothing prohibits separately contacting the membership, or any part thereof, of the School Board for the purpose of ascertaining a member's position with respect to the transaction of public business, whether such contact is done in person, by telephone or by electronic communication, provided the contact is done on a basis that does not constitute a meeting under the Virginia Freedom of Information Act.

All regularly scheduled meetings of the School Board must end no later than two hours and a half after being called to order. However, by majority vote of the members present at a regularly scheduled meeting, the meeting can be extended for an additional thirty minutes, but no longer. Any agenda item not covered during the allotted time will be tabled until the next regularly scheduled meeting of the School Board.

B. All meetings of the School Board are open to the public, except as otherwise permitted by law. No meeting is conducted through telephonic, video, electronic or other electronic communication means where the members are not physically assembled to discuss or transact public business, except as provided in Board Policy § 2-4.2 regarding Electronic Participation in Meetings from Remote Locations.

C. The School Board gives notice of its meetings in accordance with School Board Policy 2-4.1.

D. At least one copy of all agenda packets will be made available to members of the School Board at least seven (7) calendar days in advance of the scheduled meeting of the School Board and, unless exempt, all materials furnished to the members of the School Board for a meeting are made available for public inspection at the same time such documents are furnished to the members of the School Board as provided for in School Board Policy § 2-5.1. Once an agenda has been published on the Electronic School Board (ESB) and released for public viewing, agenda topics or line items that were not on the agenda when first published cannot be added to the published agenda. However, up to and including the day of the actual meeting of the School Board, the clerk is allowed to (a) make grammatical corrections to the published agenda; and (b) add attachments to the agenda that directly pertain to topics and/or line items that are listed on the published agenda.

E. If any member of the School Board is interested in having an item placed on the School Board agenda for an approaching School Board meeting as an information and/or action item, the request must be:

- (1) submitted by the school board member in writing to the school board chair;
- (2) supported by at least two other members of the School Board; and
- (3) received by the school board chair, with a copy sent to the school superintendent at least sixteen (16) calendar days prior to the scheduled meeting of the School Board.

If the request is not received within sixteen (16) calendar days, then the item will be considered for placement on the agenda at the next regularly scheduled meeting of the School Board but not the approaching meeting of the School Board.

At any regularly scheduled meeting of the School Board, members of the School Board can motion to have an item added to the meeting agenda. If the motion is approved by a majority vote of the School Board, the item is then added to the meeting agenda. This initial vote is only to add the item to the meeting agenda and is not a vote of the School Board to approve or disapprove the added item. Only items added to the meeting agenda that will not directly impact students or employees of Suffolk Public Schools are to be voted on by the full School Board at the same meeting at which the item was added to the agenda, unless the School Board through the exercise of its discretion should determine that it would be in the best interests of Suffolk Public Schools to add an item and then vote on the added item at the same meeting.

Any item added to the meeting agenda that directly impacts students or employees of Suffolk Public Schools can be added to the meeting agenda of the School Board for discussion or informational purposes only. However, any vote regarding the added item must take place at the next regularly scheduled meeting of the School Board. This will allow members of the public to receive notice of the item to be voted on and given an opportunity to speak on the agenda item.

An item that directly impacts students is an item that involves student achievement, assignment, attendance, transportation, or discipline. An item that directly impacts employees of Suffolk Public Schools is an item that involves working conditions, hours of school operations, employee terminations, elimination of positions, and employee benefits.

F. Any person may photograph, film, record or otherwise reproduce any portion of an open meeting. The School Board may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings, but does not prohibit or otherwise prevent any person from photographing, filming, recording or otherwise reproducing any portion of an open meeting. The School Board does not conduct any open meeting in any building or facility where such recording devices are prohibited.

G. The School Board holds special and continued meetings when necessary. Special meetings are held when called by the chairman or when requested by three or more members with the agreement of the chairman. Special meetings may be called provided each member is duly notified, or a reasonable attempt has been made to notify each member. Business that does not come within the purposes set forth in the call of the meeting is not transacted at any special meeting of the School Board unless the members present unanimously agree to consider additional items of business. Notice, reasonable under the circumstances, of special or continued meetings is given contemporaneously with the notice provided to members of the School Board.

H. At any meeting of the School Board, a majority of the members of the School Board shall constitute a quorum.

I. Minutes of all regular School Board meetings are recorded in accordance with School Board Policy § 2-7.1.

J. Under the agenda topic Reports by the Superintendent only matters specifically listed on the agenda by the superintendent can be addressed by the superintendent

during the open meeting. (Adopted June 8, 1995; Revised April 14, 2016; Ordinance Number 15/16-18; Effective Date: July 1, 2016; Revised October 12, 2017; Ordinance Number 17/18-3; Effective Date: October 12, 2017; Revised February 14, 2019; Ordinance Number 18/19-60; Effective Date: February 14, 2019; Ordinance 19/20-47; Revised/Effective Date: December 12, 2019; Revised/Effective Date: June 11, 2020, Ordinance 19/20-67; Ordinance 20/21-9; Revised: January 14, 2021; Ordinance 24/25-52, Revised/Effective: November 14, 2024; Revised/Effective 12/12/2024)

**Legal Authority** - Virginia Code §§ 22.1-78, 2.2.3707, 22.1-72.

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