

RULES OF ORDER AND BYLAWS

The School Board shall observe 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 School Board shall be as outlined below. The Chair shall, with the consent of the Board, have 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. Communications and Addresses to the Board (recognition of any citizen or delegations of citizens wishing to address the Board)
- VI. Consent Calendar (includes Approval of Meeting Minutes)
- VII. Items Pulled from Consent Calendar
- VIII. Old Business and Action Items
- IX. New Business and Reports to the Board
- X. Chair's Report
- XI. Superintendent's Report
- XII. Announcements by Board Members
- XIII. Future Business
- XIV. Closed Meeting (if needed) and Certification of Closed Meeting
- XV. Adjournment

BYLAWS OF THE ALEXANDRIA CITY SCHOOL BOARD

48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94

Agenda Items:

1. At each regular meeting of the Board, there shall be an affirmative vote to adopt the agenda as submitted. This vote shall precede the Adoption of the Consent Calendar. The Chair will identify items on the agenda for which written material is required but not received at least three working days prior to the convening of the meeting. Any item so identified will be removed from the agenda unless a majority of those members present and voting place it on the agenda. An exception to the requirement of the prior receipt of written material may be made for presentations of the Superintendent of the proposed Capital Improvement Program and Superintendent’s Budget. Prior to the agenda adoption vote being taken, any Board Member may propose an item for consideration as Old or New Business. Items so proposed and accepted will be considered in the same manner as any other agenda item. It will not be in order to consider an item not on the adopted agenda.
2. A Board Member, other than the Chair, may request an item be considered in a Closed Meeting provided that the request is brought to the Chair prior to the convening of the public meeting preceding the Closed Meeting.

Member Remarks:

3. **Remarks at Board Meetings** should be directed to the Superintendent or to the Chair. Remarks should be kept to a reasonable length (3-5 minutes). As outlined in Robert's Rules of Order, when a topic is opened for debate, no Board Member shall speak more than twice in the same day on the same topic. In addition, no Board Member may speak a second time on a topic as long as any Board Member who desires to speak has not spoken to the topic.
4. **Remarks at Work Sessions** should be kept to a reasonable length (3-5 minutes). As outlined in *Robert's Rules of Order*, when a topic is opened for discussion, no Board Member shall speak more than twice in the same day on the same topic unless permitted by the Chair. In addition, no Board Member may speak a second time on a topic as long as any Board Member who desires to speak has not spoken to the topic.
5. The Superintendent is the presenter of all staff-generated agenda items. Unless the Superintendent elects to have a staff member make a formal presentation or answer questions on a specific topic, Board Member questions and concerns will be directed to the Superintendent (or the Chair) for response.

95 **Bylaws in General:**

96

97

98

99

100

101

102

103

104

105

106

107

108

109

110

111

112

113

114

115

116

117

118

119

120

121

122

123

124

125

126

127

128

129

130

131

132

133

134

135

136

137

138

139

- 6. The Board may adopt additional Bylaws or Rules of Order for specific matters, for example, consideration of the proposed operating budget.
- 7. Any Bylaw may be suspended for a specific amount of time by a two-thirds vote of Board Members present and voting.
- 8. These Bylaws shall be considered for re-adoption at the Annual Organizational Meeting of the Board.

- Adopted: January 22, 1998
- Affirmed: August 27, 1998
- Affirmed: July 12, 2001
- Affirmed: July 2, 2002
- Affirmed: July 2, 2003
- Amended: September 4, 2003
- Affirmed: July 1, 2004
- Amended: October 7, 2004
- Affirmed: July 1, 2005
- Affirmed: July 1, 2006
- Affirmed: July 2, 2007
- Amended: December 20, 2007
- Affirmed: July 1, 2008
- Affirmed: July 1, 2009
- Affirmed: July 1, 2010
- Affirmed: July 1, 2011
- Amended: October 6, 2011
- Affirmed: July 2, 2012
- Amended: December 4, 2014
- Amended: September 28, 2017
- Amended: March 22, 2018
- Affirmed: January 7, 2019
- Amended: February 21, 2019
- Affirmed: January 2, 2020
- Affirmed: January 7, 2021
- Affirmed: January 4, 2022
- Affirmed: January 5, 2023

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

Policy Refs.:	BDA	Regular School Board Meetings
	BDDF	Voting Method
	BDDG	Minutes