

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**

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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.
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 - 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.
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65 **Closed Meetings:**

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- 67 4. If needed, the first closed meeting will be called to address items that require Board
 - 68 action during the meeting.
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 - 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.
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73 **Board Member Remarks:**

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- 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.
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 - 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.
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92 **Bylaws in General:**

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

example, consideration of the proposed operating budget.

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

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

- 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

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

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

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

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RULES OF ORDER AND BYLAWS

The Alexandria City School Board (Board) establishes rules of order and may adopt bylaws, policies, and regulations. 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 is 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.

Commented [1]: This is not in the model policy

I. Call to Order

II. Pledge of Allegiance

III. Moment of Silence

IV. Adoption of Meeting Agenda

~~IV-V.~~ Allow Participation of Board Members by Electronic Means

VI. Recognitions

~~VII.~~ Communications and Addresses to the Board (recognition of any Alexandria resident/citizen or delegations Alexandria residents of citizens wishing to address the Board)

Commented [MS2]: The list has been adjusted to reflect current practices adopted by the Board.

VIII. Committee Reports

IX. Superintendent's Report

~~V-X.~~ Closed Meeting (if needed)

~~VI-XI.~~ Consent Calendar (includes Approval of Meeting Minutes)

~~VII-XII.~~ Items Pulled from Consent Calendar

~~VIII-XIII.~~ Old Business and Action Items

~~IX-XIV.~~ New Business and Reports to the Board

~~X.~~ Chair's Report

~~XI-XV.~~ Superintendent's Report

~~XII-XVI.~~ Announcements by Board Members

~~XIII-XVII.~~ Future Business

~~XIV-XVIII.~~ Closed Meeting (if needed) and Certification of Closed Meeting

Commented [MS3]: Added as there was no standing spot for staff recognitions, 'Simply the Best', etc.

Commented [MS4]: Advisory Committees, Board Committees, etc.

Commented [MS5]: Two closed meetings to the Board can minimize the time staff and the community need to wait for a closed meeting to end.

Commented [6]: Added as this is standard in RRoO and forms a systematic public way for board members to add future agenda items.

~~XV-XIX.~~ Adjournment

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BYLAWS OF THE ALEXANDRIA CITY SCHOOL BOARD

Agenda Items:

~~1.~~ At each regular meeting of the Board, there ~~will be~~ shall be an affirmative vote to adopt the agenda as submitted. ~~This vote shall precede the Adoption of the Consent Calendar.~~

Commented [7]: Removed as this is part of the agenda order listed above.

~~2.1.~~ 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.

Commented [MS8]: Removed as this is not required under the code and to ensure consistency across policies.

2. Prior to the agenda adoption vote being taken, any Board Member may propose an amendment to the agenda. Amendments may include but are not limited to adding agenda items to item for consideration as Old or New Business, postponing items for which written material is required but not received at least three working days prior to the meeting, and making revisions to the Consent Calendar. 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.

Commented [MS9]: Transitioned from the Board needing to approve items that weren't received 3 days ahead to the Board needing to opt out of those items.

Commented [10]: Separated into paragraphs to improve readability.

~~4.3.~~ 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.

Closed Meetings:

~~4.~~ If needed, the first closed meeting will be called to address items that require Board action during the meeting.

~~5.~~ If needed, the second closed meeting will be called to address items which do not require action or where action can be taken at future meetings.

Board Member Remarks:

Commented [MS11]: Added to provide clarity that this is about Board member comments not public comments.

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~~5-6.~~ **Remarks by Board Members at Board Meetings** should be directed to the Superintendent or to the Chair. Remarks should be kept to a reasonable length (~~one-two~~ ~~13-25~~ minutes). As outlined in Robert's Rules of Order, when a topic is opened for debate as part of a motion, no Board Member ~~may~~ 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.

Commented [12]: Why not to other Board members?

Commented [13]: This allows the Chair to keep control of the debate.

Commented [14]: By using 'should' this is a guideline rather than a cut off time. Susan used to time it but it was to give feedback later rather than cut someone off in the middle of a comment.

Commented [15]: Should we add something that suggests we stick to one line of questioning before moving onto another topic?

Commented [MS16R15]: Added to item 8.

~~6-7.~~ **Remarks by Board Members at Work Sessions** should be kept to specific topics as moderated by the Chair. Remarks should be ~~be~~ a reasonable length (~~one-two~~ ~~13-25~~ minutes). ~~As outlined in Robert's Rules of Order, when a topic is opened for discussion, no Board Member may~~ 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.~~

Commented [17]: When possible, conversations should stick to one topic before moving onto a new line of questioning.

Commented [MS18R17]: Added to item 8

Commented [19]: Made some significant edits as the rules for work sessions should be very different.

~~7-8.~~ 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. When possible, the Chair should work to ensure all Board Member questions on a topic are addressed before transitioning to a new topic.

Bylaws in General:

~~8-9.~~ The Board may adopt additional Bylaws or Rules of Order for specific matters, for example, consideration of the proposed operating budget.

~~9-10.~~ Any Bylaw may be suspended for a specific amount of time by a two-thirds vote of Board Members present and voting.

~~10-11.~~ These Bylaws ~~will~~ shall be considered for re-adoption at the Annual Organizational Meeting of the Board.

Commented [MS20]: This creates a systematic approach for the Board to reflect on the agenda order and make any changes at least annually. The change to July 1 makes this more practical as the Board won't need to change the agenda steps in the middle of the year.

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168 BDDF Voting Method
169 BDDG Minutes
170 [BDDH](#) [Public Participation at School Board Meetings \(also KD\)](#)
171 [BDDH-R](#) [Procedures for Public Communications with the School board](#)
172