

**RULES OF ORDER**

The Alexandria City School 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 School 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 (recognition of any citizen or delegations of citizens wishing to address the Board)
- VIII. Superintendent's Report
- IX. Closed Session (only items that need to be discussed for consent)
- X. Consent Calendar (includes Approval of Meeting Minutes)
- XI. Items Pulled from Consent Calendar
- XII. Old Business and Action Items
- XIII. New Business and Reports to the Board
- XIV. Chair's Report
- XV.
- XVI. Announcements by Board Members
- XVII. Future Business
- XVIII. Closed Meeting (if needed) and Certification of Closed Meeting
- XIX. Adjournment

32 **BYLAWS OF THE ALEXANDRIA CITY SCHOOL BOARD**  
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34 **Agenda Items:**  
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- 36 1. At each regular meeting of the Board, there will be an affirmative vote to adopt the  
37 agenda as submitted. This vote precedes the Adoption of the Consent Calendar. The  
38 Chair will identify items on the agenda for which written material is required but  
39 not received at least three working days prior to the convening of the meeting. Any  
40 item so identified will be removed from the agenda unless a majority of those  
41 members present and voting place it on the agenda. An exception to the requirement  
42 of the prior receipt of written material may be made for presentations of the  
43 Superintendent of the proposed Capital Improvement Program and  
44 Superintendent’s Budget. Prior to the agenda adoption vote being taken, any Board  
45 Member may propose an item for consideration as Old or New Business. Items so  
46 proposed and accepted will be considered in the same manner as any other agenda  
47 item. It will not be in order to consider an item not on the adopted agenda.  
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- 49 2. A Board Member, other than the Chair, may request an item be considered in a  
50 Closed Meeting provided that the request is brought to the Chair prior to the  
51 convening of the public meeting preceding the Closed Meeting.  
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53 **Board Member Remarks:**  
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- 55 3. **Remarks by Board Members at Board Meetings** should be directed to the  
56 Superintendent or to the Chair. Remarks should be kept to a reasonable length (3-  
57 5 minutes). As outlined in Robert's Rules of Order, when a topic is opened for  
58 debate, no Board Member may speak more than twice in the same day on the same  
59 topic. In addition, no Board Member may speak a second time on a topic as long as  
60 any Board Member who desires to speak has not spoken to the topic.  
61
- 62 4. **Remarks by Board Members at Work Sessions** should be kept to a reasonable  
63 length (3-5 minutes). As outlined in *Robert's Rules of Order*, when a topic is  
64 opened for discussion, no Board Member may speak more than twice in the  
65 same day on the same topic unless permitted by the Chair. In addition, no  
66 Board Member may speak a second time on a topic as long as any Board  
67 Member who desires to speak has not spoken to the topic.  
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- 69 5. The Superintendent is the presenter of all staff-generated agenda items. Unless the  
70 Superintendent elects to have a staff member make a formal presentation or answer  
71 questions on a specific topic, Board Member questions and concerns will be  
72 directed to the Superintendent (or the Chair) for response.  
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**Bylaws in General:**

- 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 will 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
- Affirmed: July 20, 2023

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

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

**RULES OF ORDER ~~AND BYLAWS~~**

The Alexandria City School 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 citizen or delegations of citizens wishing to address the Board)

VIII. Superintendent's Report

~~V.IX.~~ Closed Session (only items that need to be discussed for consent)

~~V.X.~~ Consent Calendar (includes Approval of Meeting Minutes)

~~V.HI.XI.~~ Items Pulled from Consent Calendar

~~V.HI.XII.~~ Old Business and Action Items

~~IX.XIII.~~ New Business and Reports to the Board

~~X.XIV.~~ 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

~~XV.XIX.~~ Adjournment

**Commented [2]:** Research on local divisions

Time is from when the event starts to when the chair starts to process until the chair starts talking about the next topic.

- APS - JROTC Color Guard leads pledge: 103 secs
- FCCPS - Chair leads pledge; 20 secs
- FCPS - Chair leads pledge, audience remains standing for the moment of silence and a student musical performance; 30 secs (for the pledge)
- LCPS - A person being honored (Teacher of the year in the video reviewed) leads the pledge, audience remains standing for the national anthem; 24 seconds
- PWCPS - Student rep leads the pledge; 30 seconds

**Commented [3]:** This is typically done earlier in the agenda. Consider doing this before the meeting starts (which is what Arlington does).

BYLAWS OF THE ALEXANDRIA CITY SCHOOL BOARD

Agenda Items:

1. At each regular meeting of the Board, there ~~will be~~<sup>shall be</sup> 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.

Board Member Remarks:

3. **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 (3-5 minutes). As outlined in Robert's Rules of Order, when a topic is opened for debate, no Board Member ~~may~~<sup>shall</sup> 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.
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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.

Commented [4]: Clarify that this is providing governance over the SB comments, not public comments

Commented [5]: Is this timed or an estimate?

Commented [6]: I remember we made some revisions in a previous policy around translations and time for that, should we include that here?

Commented [7]: That was for public comments, this is for board members

Commented [8]: Can we add language to keep this to ensure that everyone's voice is heard

Commented [9]: same question

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