

**RULES OF ORDER and BY-LAWS**  
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The School Board shall observe Robert's Rules of Order Newly Revised, 10<sup>th</sup> Edition, 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 Chairman 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 and Approval of Meeting Minutes
- V. Communications and Addresses to the Board (recognition of any citizen or delegations of citizens wishing to address the Board)
- VI. Old Business and Action Items
- VII. Consent Calendar
- VIII. Items Pulled from Consent Calendar
- IX. New Business and Reports to the Board
- X. Chairman's Report
- XI. Superintendent's Report
- XII. Standing Committee Reports
- XIII. Announcements by Board Members
- XIV. Future Business
- XV. Closed Meeting (if needed) and Certification of Closed Meeting
- XVI. Adjournment

Adopted: January 22, 1998

Adopted: August 27, 1998

Adopted: July 12, 2001

Adopted: July 2, 2002

Adopted: July 2, 2003

Revised: September 4, 2003

Adopted: July 1, 2004

Revised: October 7, 2004

Adopted July 1, 2005

Adopted: July 1, 2006

Adopted: July 2, 2007

Revised: December 20, 2007

Adopted: July 1, 2008

Adopted: July 1, 2009

Adopted: July 1, 2010

Adopted: July 1, 2011

Revised: October 6, 2011

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

## APPENDIX -BDDE

### By-Laws of the Alexandria City School Board

#### 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 Chairman will identify items on the agenda for which written material is required but not received at least four works 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. 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 Chairman, may request an item be considered in a Closed Meeting provided that the request is brought to the Chairman prior to the convening of the public meeting preceding the Closed Meeting.

#### Member Remarks:

3) Remarks should be directed to the Superintendent or to the Chairman. When speaking to a motion on the floor Members shall make economical use of time. In general discussion, 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 member shall speak more than twice in the same day on the same topic. In addition, no member may speak a second time on a topic as long as any member who desires to speak has not spoken to the topic.

4) The Superintendent is the presenter of all staff-generated agenda items. While the Superintendent may elect to have a staff member make a formal presentation on a specific topic, Board Member questions and concerns will be directed to the Superintendent (or the Chairman) for response.

#### By-Laws in General:

5) The Board may adopt additional By-Laws or Rules of Order for specific matters, for example, consideration of the proposed operating budget.

6) Any By-Law may be suspended for a specific amount of time by a two-thirds vote of Board Members present and voting.

7) These By-Laws shall be considered for re-adoption at the Annual Organizational Meeting of the Board.