

## **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

## **APPENDIX**

## BYLAWS 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 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.

**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 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

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

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