

Section 2-3.2. Business of the School Board; meetings open to the public; agenda packets; placing items on the agenda; photographing and recording of meetings allowed; special meetings; quorum; minutes. —

A. The School Board transacts all business at School Board meetings. The School Board does not vote by secret or written ballot. However, nothing prohibits separately contacting the membership, or any part thereof, of the School Board for the purpose of ascertaining a member's position with respect to the transaction of public business, whether such contact is done in person, by telephone or by electronic communication, provided the contact is done on a basis that does not constitute a meeting under the Virginia Freedom of Information Act.

B. All meetings of the School Board are open to the public, except as otherwise permitted by law. No meeting is conducted through telephonic, video, electronic or other electronic communication means where the members are not physically assembled to discuss or transact public business, except as provided in Board Policy § 2-4.2 regarding Electronic Participation in Meetings from Remote Locations.

C. The School Board gives notice of its meetings in accordance with School Board Policy 2-4.1.

D. At least one copy of all agenda packets will be made available to members of the School Board at least seven (7) calendar days in advance of the scheduled meeting of the School Board and, unless exempt, all materials furnished to the members of the School Board for a meeting are made available for public inspection at the same time such documents are furnished to the members of the School Board as provided for in School Board Policy § 2-5.1.

E. If any member of the School Board is interested in having an item placed on the School Board agenda for an approaching School Board meeting, the school board member must submit the request in writing and the request must be received by the school board chair, with a copy sent to the school superintendent, at least fourteen (14) calendar days prior to the scheduled meeting of the School Board. If a request is not received within fourteen (14) calendar days, the item will be considered for placement on the agenda at a subsequent meeting of the School Board. When a school board member requests placement of an item on the agenda, the Chair will poll members of the School Board separately within twenty-four (24) of hours of receiving the request pursuant to Virginia Code Section 2.2-3710(B) for the purpose of ascertaining a member's position with respect to placing the item on the agenda. If any member of the School Board objects, the matter must be placed before members of the School Board at the upcoming meeting and there must be an affirmative vote of the School Board to add the item to the agenda.

During any regular or call meeting of the School Board, Board Members are not allowed to have an item placed on the meeting agenda and then call for a vote to approve or disapprove that particular item. Items can only be added to the meeting agenda as set forth in this policy. However, before voting to approve the agenda, any Board Member can request that an item listed on the agenda be changed from being an informational item to an action item or from an action item to an informational item.

F. Any person may photograph, film, record or otherwise reproduce any portion of an open meeting. The School Board may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings, but does not prohibit or otherwise prevent any

person from photographing, filming, recording or otherwise reproducing any portion of an open meeting. The School Board does not conduct any open meeting in any building or facility where such recording devices are prohibited.

G. The School Board holds special and continued meetings when necessary. Special meetings are held when called by the chairman or when requested by three or more members with the agreement of the chairman. Special meetings may be called provided each member is duly notified, or a reasonable attempt has been made to notify each member. Business that does not come within the purposes set forth in the call of the meeting is not transacted at any special meeting of the School Board unless the members present unanimously agree to consider additional items of business. Notice, reasonable under the circumstances, of special or continued meetings is given contemporaneously with the notice provided to members of the School Board.

H. At any meeting of the School Board, a majority of the members of the School Board shall constitute a quorum.

I. Minutes of all regular School Board meetings are recorded in accordance with School Board Policy § 2-7.1. (Adopted June 8, 1995; Revised April 14, 2016; Ordinance Number 15/16-18; Effective Date: July 1, 2016; Revised October 12, 2017; Ordinance Number 17/18-3; Effective Date: October 12, 2017; Revised February 14, 2019; Ordinance Number 18/19-60; Effective Date: February 14, 2019; Ordinance 19/20-47; Revised/Effective Date: December 12, 2019; Revised/Effective Date: June 11, 2020, Ordinance 19/20-67; Ordinance 20/21-9; Revised: January 14, 2021)

Legal Authority - Virginia Code §§ 22.1-78, 2.2.3707, 22.1-72 (1950), as amended.