

BY-LAWS AND RULES OF ORDER AND PROCEDURE

The Purpose of the **By-Laws and Rules of Order and Procedure** is to enable the Greene County School Board to transact business orderly and efficiently, to protect the rights of each individual and to consolidate existing policies into one set of by-laws and rules.

The four basic principles underlying the *By-Laws and Rules of Order and Procedure* are:

- A. Each item presented for consideration is entitled to full and free discussion;
- B. Only one subject may claim the attention of the board at one time;
- C. Every member has rights equal to every other member; and
- D. The will of the majority must be carried out, and rights of the minority must be preserved.

The board shall observe *Roberts Rules of Order* (current edition) except as otherwise provided by these *By-Laws and Rules of Order and Procedure* or by law.

1 – MEETINGS

Section 1-1 When Meetings Are Held

There shall be a Regular Meeting of the School Board to transact business on the second Wednesday of each month, with the exception of the month of July which will be an optional meeting. As needed a Public Work Session will be held on the fourth Wednesday of each month. The date of any Regular Meeting or Public Work Session may be changed by a vote of a majority of the Board.

Section 1-2 Special Meetings

- A. A Special Meeting shall be held when called by the Chair or when requested by at least two members. If the Superintendent desires a Special Meeting, he/she shall so inform the Chair and the Clerk. The Clerk shall poll the Board members; and if at least two members consent to the meeting, the meeting shall be scheduled.
- B. The Clerk shall notify each Board member of the Special Meeting or, at least, make a reasonable attempt to notify each member.
- C. Notice to the public, reasonable under the circumstances, shall be given at the same time that notice is provided to Board members.
- D. Notice of a Special Meeting shall contain a brief statement of the specific item or items of business to be considered. Business items not identified in the call of the meeting shall not be transacted at any Special Meeting unless the quorum present is in unanimous agreement to consider additional items of business.

Section 1-3 Annual Organizational Meeting

- A. The Annual Organizational Meeting of the Board shall be held on the second Wednesday of January unless otherwise established by the Board and shall be known as the Annual Organizational Meeting.

- B. The first order of business shall be the election of the Chair for a term of one year. The School Board Chair shall preside during the remainder of the election.
- C. Following the election of the Chair, the Board shall elect the Clerk and Deputy Clerk for a term of one year.
- D. The agenda then shall be as follows:
 - a. Elect the Vice-Chair for a term of one year.
 - b. Consider other appointments and items of annual business as appropriate.
- E. The board can choose to elect the Chair individually and then present and elect a slate of officers, including Vice-Chair, Clerk, Deputy Clerk, and committee appointments, as long as nominations are also accepted from the floor before votes are cast.
- F. A Chair can be elected for no more than two consecutive terms.
- G. In the event a School Board member cannot fulfill his or her one-year term a special election shall be held to complete the remainder of the term until the next organizational meeting.

Section 1-4 Annual Retreat

The Board shall engage in an annual day-long retreat during the month of June, July or August to review the prior academic year and plan for the upcoming academic year. The date for this retreat will be set no later than May 15th. Every effort will be made to coordinate this date with the Board of Supervisors in order that a collaborative workshop can held at the beginning of the retreat.

Section 1-5 Public Work Sessions

During a Public Work Session, the School Board will provide an opportunity for the Superintendent to brief the Board and receive direction and guidance on matters of concern to Greene County Public Schools. The Chair shall provide the Board and the public an overview of all items on the agenda. This meeting shall be informational in nature and may be considered as preparation of the Board for the Regular (monthly) Meeting.

Section 1-6 Closed Meeting

- A. At any Regular Meeting, Special Meeting or Public Work Session, the Board may enter into closed session in accordance with the provisions of the Virginia Freedom of Information Act.
- B. No item considered in closed meetings shall become effective until the Board reconvenes in an open meeting at a Regular Meeting or Special Meeting and takes a vote of the

membership on such item(s) which shall have been reasonably identified in the open meeting.

- C. Any member who believes that there was departure from the Virginia Freedom of Information Act shall so state prior to the Chair's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place. The statement shall be recorded in the School Board minutes.
- D. The Board may permit non-members to attend a closed meeting if such persons are deemed appropriate or if their presence will reasonably aid the Board in its consideration of a topic which is a subject of the closed meeting.

Section 1-7 Public Hearings

The Board will conduct public hearings when required by law or when determined by the Board to be appropriate. This shall be arranged by the Clerk.

- A. The Chair will conduct all public hearings.
- B. A brief presentation which defines the issue before the Board shall be given by the Superintendent, a staff member and/or representative from the presenting body. The presentation shall summarize the facts concerning any issue. Board members may seek clarification during the presentation.
- C. There shall be a time limit of thirty (30) minutes for the presentation.
- D. After the presentation, the Chair shall then solicit comments from the public. Each speaker must clearly state his/her name and address. There shall be a time limit of three (3) minutes for such public comment.
- E. Board members shall withhold their comments during the public hearing in order to ensure participation by the public without Board interference.
- F. After public comments have been received, the chair shall close the public hearing.
- G. When a public hearing has been closed by the Chair, no further public comment shall be permitted. Board members, however, may ask clarifying questions prior to taking any vote if a vote is in order.
- H. Following the close of the public hearing, the Chair may entertain a motion to dispose of the issue, and the Board may debate the merits of the issue.

Section 1-8 Notice of Meetings

- A. The public shall be notified in advance of all meetings of the School Board. By means deemed advisable by the Clerk and in accordance with the Virginia Freedom of Information Act, the news media shall be notified of all meetings of the Board.
- B. For public hearings required by law, the public notice shall be given in strict compliance with applicable law. (Code 2.1-343)

2 – RULES OF ORDER AND PROCEDURES FOR MEETINGS

Section 2-1 Rules and Procedures for Setting the Agenda

- A. At meetings of the Board, the order of business shall be published in advance by the Clerk of the Board.
- B. The order of business and agenda items may be modified by a majority vote of the School Board.
- C. The Superintendent, in consultation with the Board Chair, shall be responsible for preparing the agenda for all Board members. In preparing the agenda, there should be communication with Board members, staff members or other persons as may be necessary.
- D. Items of business to be included in the agenda may be suggested by any School Board member or staff member. All items of business included in the agenda should be presented to the Superintendent or the Board Chair no later than seven (7) days prior to the Board meeting for which he/she wishes the item scheduled. The inclusion of any item of business on the agenda shall be at the discretion of the Superintendent and the Board Chair, unless such additional item(s) is/are requested by at least two (2) members of the Board.
- E. Items which are requested to be placed on the agenda that have not been submitted within the prescribed deadline may be placed on the next meeting agenda for consideration.
- F. Nothing herein prohibits the School Board from adding items to the agenda. Any modification of the agenda shall be done before approval of the agenda. Members are to use discretion in requesting the additional items on the agenda; however, it is considered desirable to have all items identified on the published agenda. An agenda is approved by a majority of members present.
- G. The format and/or agenda may be modified in advance to accommodate other items such as a Work Session, Public Hearing or other special items which are not part of the normal order of business. The format and/or the agenda may be revised before the beginning of the meeting to reflect any needs that arise after the advance packet is distributed to the Board.

Section 2-2 Order of Business – Agenda

- A. The business of the Regular Meeting of the School Board shall be transacted in the following order unless the Board, by consent of the majority of the members present, suspends the rules and changes the order.
 - 1. Call to order
 - 2. Motion to adjourn to closed session
 - 3. Reconvene in open session
 - 4. Certification of closed meeting

5. Pledge of Allegiance
 6. Closed Meeting Actions
 7. Consent Agenda
 8. Recognitions
 9. Public Comment on matters not below
 10. Action Items
 11. Informational Items
 12. Committee Reports
 13. Board Member Comments
 14. Adjournment
- B. The business of a Public Work Session shall be transacted in the following order unless the Board by consent of the majority present suspends the rules and changes the order.
1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Approval of the Agenda
 5. Informational Items
 6. Citizens Comments
 7. Adjournment
- C. Except under extenuating circumstances, Board meeting materials, including the agenda and related items, shall be available to each member of the Board the Friday prior to the Wednesday Board meeting.
- D. The Superintendent and Clerk shall ensure that extra copies of the agenda are available to the public and the press in the School Board office. Copies shall also be available at each meeting.

Section 2-3 Public Comment

- A. The Board shall welcome comment by the public and staff and set aside a portion of the agenda at each Regular Meeting to receive such comment.
- B. The Chair shall open the Public Comment and explain the procedures.
- C. A group having a common concern may be requested, but not required, to select a spokesperson to speak on behalf of the group.
- D. Each speaker shall clearly state his/her name and address.
- E. Every petition, communication or address to the Board shall be in respectful language and is encouraged to be in writing.
- F. Each public speaker shall be allotted a maximum of three (3) minutes for the purpose of presenting his/her views. The Clerk will time the speakers, and the Chair shall notify them of their limit.
- G. Following Public Comment, members of the School Board or Superintendent may ask questions, make statements, seek clarification or disclosure with the speaker as needed. Such discussion is to occur at the conclusion of the speaker's statement and is not part of the time limit. The Board is under no obligation to respond to a speaker's questions or issues.

- H. Any issue raised by the public which the Board wishes to consider may be placed on the agenda for a future meeting.

Section 2-4 Consent Agenda

- A. At the Public Work Session, the Superintendent shall recommend items to be included in a Consent Agenda to be voted on in a block at the Regular Meeting.
- B. Upon request of any Board member, an item shall be removed from the Consent Agenda and considered separately.

Section 2-5 Decorum and Order

- A. The Chair shall decide all questions of order, without debate, which shall be subject to appeal to the Board by any member thereof. A question of order takes precedence over the question giving rise to it.
- B. When two (2) or more members of the Board wish to speak at the same time, the Chair shall name the person to speak first.
- C. Members of the Board must be recognized by the Chair before making motions or speaking.
- D. Matters which are properly the subject of closed meetings, such as those related to contracts; the performance of school personnel; individual student concerns; acquisitions, transfer or dissolution of property, or potential litigation may not be presented in open session unless the School Board, by a majority vote of those present, determine that an open meeting is in the best interest of the school system and will not violate the rights of any person.
- E. Board members are encouraged to limit questioning of speakers or presenters to not more than five (5) minutes.
- F. No member may speak a second time on a motion until every member desiring to speak has spoken.
- G. The Chair may speak in discussion without rising or leaving the chair and can vote on all questions. Comments by the Chair should be made at the conclusion of discussion by Board members.
- H. Board members shall treat all speakers/presenters with respect. Board members shall not engage in repetitive questioning or badgering.
- I. One or more of these By-Laws and Rules of Order and Procedure may be temporarily suspended with the concurrence of a majority of the members present.

Section 2-6 Quorums and Voting

- A. A majority of the members of the School Board shall constitute a quorum for the transaction of business. In the absence of a quorum, the Clerk shall, at the time appointed for the meeting, enter upon the record the names of the members present.

- B. In the absence of a quorum, the Board shall not transact any business. The Board may consider items on the agenda for a Public Work Session or any other matters not requiring a vote at any meeting.
- C. Members of the Board are expected to make every reasonable effort to be present at all meetings. No member, after his or her name has been duly entered as present, shall be absent from the meeting place for a period longer than ten (10) minutes, without being denoted by the Clerk as absent.
- D. If there is an abstention, it shall be the responsibility of the Clerk to record the abstention in the minutes.
- E. If a tie vote occurs, the same motion shall be voted at the next Regular Meeting. If a tie vote occurs the second time, the motion fails.

3- GENERAL OPERATING POLICIES

Section 3-1 Board Member Authority

Board members shall have authority only when acting as a Board officially in session. The Board shall not be bound in any way by any statement or action by an individual Board member except when such statement or action is pursuant to specific instructions or policies of the Board. \The Board shall adhere to all powers and duties as prescribed by the laws of the Commonwealth of Virginia in accordance with Session 22.1-79 of the Code.

Section 3-2 Duties of the Chair

- A. Attend VSBA Chair orientation following his/her initial election to the position and at the beginning of any non-consecutive term as Chair.
- B. Preside at all meetings of the Board.
- C. Consult with the superintendent at least seven days prior to each meeting to develop the agenda.
- D. Respond to requests for comment from sources outside the Board, including media requests, making every effort to inform the Board of such requests and speaking for the board only on matters of public record.
- E. The Chair does not give up his/her right to comment individually on matters but must clearly state that such comments are his/her personal opinion and not that of the Board.
- F. The Chair may proactively address Board matters without specific request provided s/he gains approval of a majority of the board before doing so (ex. Letters to the editor).
- G. Work in collaboration with the Chair of the Board of Supervisors to update that Chair and schedule collaborative workshops between the Boards.

Section 3-3 Duties of the Vice-Chair

- A. Attend VSBA Vice-Chair orientation following his/her initial election to the position and at the beginning of any non-consecutive term as Vice-Chair.
- B. Preside at all meetings of the Board in the Chair's absence.

- C. In the event that the Chair is unable to fulfill the duties of Chair as outlined in section 3-2 above, the Vice-Chairman shall serve in that capacity.

Section 3-4 Duties of the Clerk of the Board

- A. Attend VSBA Clerk orientation following his/her initial election to the position and at least every-other year.
- B. Prepare and distribute agendas to each Board member and administrator prior to meetings. Ensure that agendas and all appropriate attachments are posted on the division website, in each school and submitted to local newspapers and radio stations.
- C. Distribute monthly packets to Board members. Include in the packet a memo detailing information regarding agenda items, the check register, and copies of pertinent information for the Board members to review prior to the meeting.
- D. Once approved, distribute minutes to Board members, Board of Supervisors, and Schools. Ensure the minutes are posted on the website.
- E. Keep record of VSBA updates and correspondence and inform VSBA of any member changes.
- F. Register Board members for conferences and arrange travel accommodations.
- G. Issue communications to Board members regarding events of a serious nature occurring at school.
- H. Perform other duties as assigned by the Superintendent.

Section 3-5 Duties of the Deputy Clerk of the Board

- A. Attend VSBA Clerk orientation following his/her initial election to the position and at least every-other year
- B. Prepare for all School Board meetings including making arrangements for meals and water
- C. Record the minutes of each Board meeting, ensure the minutes have been signed and are up-to-date, and provide copies of the minutes to the School Board Clerk.
- D. Perform other duties as assigned by the Superintendent.

Section 3-6 Duties of special board and committee representatives (i.e. PREP, BRVGS, Wellness Committee)

- A. Attend all meetings of the Board or committee.
- B. Provide a monthly report to the entire board regarding the business of the Board or committee, taking care to include relevant budget and program details.
- C. In the event that the representative Board member cannot attend a meeting s/he shall make every effort to find a substitute for that meeting.

Section 3-7 Expenses of Board Members

It shall be the policy of the Board that each member shall be responsible for reporting all information for individual reimbursable expenses. Such information, including any receipts or documentation, shall be reported within two (2) weeks of the member's incurrence of expenses.

Section 3-8 Reports on Conferences/Other Meetings

Each Board member who attends a meeting, seminar, conference or other event at Board expense or as a representative of the Board shall report to the Board concerning the activity at the Board's next Regular Meeting or Public Work Session. The Board member should also present a written summary of his/her report to be distributed to the Board.

Section 3-9 Retreat Agenda Items

Members shall submit to the Superintendent and Chair at least two (2) weeks in advance of the Annual Retreat any item which the members of the Board desire to have included for discussion or information at that meeting. The Superintendent and the Chair shall include the item(s) on the retreat agenda or on the agenda for a future Board meeting.

Section 3-10 Committees

In accordance with Policy BCF the Board shall establish such advisory committees as it deems appropriate and appoint members thereto. Board members appointed to any committees shall make reports and/or recommendations to the full Board as necessary and/or appropriate.

Section 3-11 Professional Development

In accordance with Section 22.1-253.13:5 of the Code of Virginia and School Board Policy and as a part of service to the Board, School Board members shall participate annually in local, state, or national high-quality professional development activities which relate to governance, including, but not limited to, personnel, policies and practices, curriculum and instruction, use of data in planning and decision making, and current issues in education. The central purpose of professional development is to enhance the quality and effectiveness of boardsmanship and leadership in a democratic society.

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