

## AGENDA PREPARATION AND DISSEMINATION

The preparation of the agenda is the responsibility of the School Board chairman with the assistance of the superintendent. Any member of the School Board may submit items for inclusion on the proposed agenda.

A copy of the proposed agenda and all agenda packets and materials is made available for inspection by the public at the same time such documents are furnished to the School Board members unless the materials are exempt under the Virginia Freedom of Information Act.

Adopted: August 14, 2017

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 22.1-78.

Cross Ref.:	BDA	Regular School Board Meetings
	BDB	Special School Board Meetings
	BDDA	Notification of School Board Meetings

SCHOOL BOARD  
BYLAWS

Agenda Preparation

The clerk of the Tazewell County School Board, under the direction of the superintendent, shall prepare and mail a proposed agenda for the forthcoming meeting to members of the board on Thursday preceding the Monday meeting. Minutes of the meeting will be mailed as soon as possible after the meeting.

A school board member may present a request to the superintendent for the inclusion on the agenda of matters he/she wishes to have considered, thus allowing the superintendent time to prepare necessary background materials the day of the meeting.

Patrons of the school division who desire to suggest items to be included on the agenda of a particular meeting shall submit in writing such request to be received in the office of the superintendent at least seven calendar days prior to the day of the meeting.

SCHOOL BOARD  
BYLAWS

Order of Business

The normal order of business at regular meetings shall be as follows:

- I. Call to Order
- II. Executive Session
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of Minutes of Last Regular or Special Meeting
- VI. Unscheduled Agenda Items
- VII. Recognitions and Instructional  
Focus
- VIII. Unfinished Business
- IX. New Business
- X. Superintendent's Report
- XI. Scheduled Delegations
- XII. Accounts Payable
- XIII. Hearing of Citizens
- XIV. Hearing of Employees
- XV. Personnel
- XVI. Concerns of School Board Members
- XVII. Adjournment

Adopted by School Board: July 8, 1985

Amended by School Board: June 11, 2001

Amended by School Board: March 25, 2002

Amended by School Board: July 8, 2002