

**Section 2-2.7:3 Committee authority; committee chair; roles and responsibilities of committee chair; notice of meetings; public access to committee meetings; rules of order.**

A. Individual School Board Members and citizens appointed to any Committee of the School Board will have no authority to bind the School Board on any matter unless such authority is expressly granted by the School Board.

B. The Chair for Standing Committees and Citizen Advisory Committees will be chosen by their respective committee members. For the purpose of electing a Standing Committee Chair, the most senior School Board Member attending the first meeting of the year of a Standing Committee will conduct the election of the Standing Committee Chair. For the purpose of electing a chair for any Citizen Advisory Committees, the School Board Chair or Vice-Chair will attend the first meeting of Citizen Advisory Committees for the sole purpose of conducting the election for a Committee Chair. No School Board Member will serve as a voting member on any citizen advisory committee.

C. The Committee Chair will have the responsibility for:

- (a) presiding over the meetings or designating another Committee Member to preside in the Chair's absence;
- (b) ensuring that the Committee functions in an efficient manner;
- (c) providing guidance and communicating expectations to other Committee Members;
- (d) ensuring that relevant, timely and effective decisions are executed and all Committee Members are provided the opportunity to participate in the decision-making process;
- (e) ensuring compliance with applicable law, School Board policies and regulations;
- (f) ensuring that appropriate notices are made, agendas and supporting materials are provided and that the minutes of the meetings are kept as required by law.

D. The Committee Chair or the assigned staff member will provide the School Board Clerk notice of the date, time, and location of Committee meetings so that the School Board Clerk can give the public notice of meetings consistent with applicable law. The Committee Chair or the assigned staff member will make available to the public, upon request, nonexempt agenda materials furnished to Members for the meeting as required by the Virginia Freedom of Information Act and other applicable law. Committee Meetings will be held in locations accessible to the public.

E. Committee Meetings will be open to the public but may be closed for all or a portion of the Meeting as permitted by the Virginia Freedom of Information Act and other applicable laws or regulations. The Committee Chair or assigned staff member will make arrangements for any persons needing accommodations or other services to access the Committee Meetings.

F. All meetings of the School Board, including Committee Meetings, will be conducted in accordance with Robert's Rules of Order Newly Revised.

(Ordinance 19/20-6; Effective Date: September 12, 2019)

**Legal Authority** - Virginia Code §§ 22.1-78; 2.2-3701 (1950), as amended. \_