

**BYLAWS  
AND  
RULES OF PROCEDURE  
OF THE  
SCHOOL BOARD  
OF  
CULPEPER COUNTY**

Approved – 01/13/2014

## **Section 1 – Purpose and Basic Principles**

### Section 1-1 Purpose of Bylaws and Rules of Procedure

- A. To enable the School Board to transact business expeditiously and efficiently;
- B. To protect the rights of each individual;
- C. To preserve a spirit of cooperation between Board members; and
- D. To determine the will of the Board on any matter.

### Section 1-2 Basic Principles Underlying Bylaws and Rules of Procedure

- A. Only one subject may claim the attention of the Board at one time;
- B. Each item presented for consideration is entitled to full and free discussion;
- C. Every member has rights equal to every other member;
- D. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- E. The Board acts only as a body, and not through its individual members.

## **Section 2 – Meetings**

### Section 2-1 Regular Meetings

- A. The time and place of regular meetings of the School Board (hereinafter referred to as the Board) shall be established at the Board's annual organizational meeting. Regular meetings shall be held in the Board of Supervisors meeting room at 302 North Main St., Culpeper, Virginia, on the second Monday of each month, unless otherwise advertised.
- B. If required, a second monthly meeting will be held on the fourth Monday of each month in the Colin Owens meeting room at 450 Radio Lane, Culpeper, Virginia. This second meeting shall be devoted to work sessions. If designated on the agenda for the meeting, business items deemed necessary may be acted on by the Board.

- C. Notwithstanding the foregoing, the Board may prescribe any other meeting place or time in compliance with Section 2.2-3707 of the Code of Virginia, 1950, as amended.
- D. When a regularly scheduled meeting falls on a legal holiday or as deemed necessary, the Board may designate an alternate meeting date.

### Section 2-2 Special Meetings

A. The Board may hold such special meetings as it deems necessary at such times and places as it may find convenient; and it may adjourn from time to time. The Chair or any four (4) members may call a special meeting of the Board in compliance with requirements of Section 2.2-3707 of the Code of Virginia, 1950, as amended. Only matters specified in the notice shall be considered unless five (5) members are present and give consent to consider additional items of business. A special meeting shall not be held unless all Board members receive notice of the time and purpose prior to the meeting in as timely a manner as possible.

B. No meeting shall be held on less than twenty-four (24) hours notice unless delay in the matter to be considered at the special meeting would be detrimental to the school division.

C. Notice, reasonable under the circumstances, of special meetings shall be given to the public and media contemporaneously with the notice provided members of the School Board.

### Section 2-3 Annual Organizational Meeting

A. The first meeting held in January of each year shall be designated as the annual organizational meeting. The Superintendent shall preside at the beginning of the annual organizational meeting.

B. The following order of business shall be observed for the annual organizational meeting:

1. The Superintendent shall call the meeting to order.
2. The Board shall elect the chair for a term of one year.
3. The Superintendent shall relinquish the chair to the newly elected chair.

4. The Board shall elect a vice-chair for a term of one year.
5. The Board, upon the recommendation of the Superintendent, shall appoint a Clerk and Deputy Clerk and fix the amount of the surety bond for each in compliance with state law.
6. The Board shall approve the appointment of a designee by the Superintendent to attend meetings of the School Board.
7. The Board shall approve designees to sign documents in the absence of the Superintendent.
8. The Board may appoint a Parliamentarian.
9. The Board shall adopt its Bylaws and Rules of Procedure.
10. The Board shall establish dates, times and places for its regular meetings.
11. The Board shall establish committees and elect committee members.
12. The annual organizational meeting shall end and the regular agenda shall begin.

#### Section 2-4 Public Advisory Meetings

A. Public advisory meetings will be held by the Board when deemed necessary in the interest of the School Division. The Superintendent, Chair, and/or other members of the Board will attend. The Chair/Vice-Chair will preside over the meeting.

B. A public advisory meeting will be either a “public forum” or a “public hearing.” (i.e.: Town Hall meetings, TAB meetings)

C. A public forum will have for its purpose exchange of information between the School Board and Culpeper County citizens through dialogue. Time limits, location, and schedule will be promulgated by the Chair/Vice-Chair for each forum.

D. A public hearing will have for its purpose the survey of citizens’ views on matters of public policy such as the annual operating budget, the capital improvement budget, and proposed bond issues. The survey will be accomplished by the Board listening to comments of citizens who sign up to speak at the public hearing. The School Board and staff members will not

engage in dialogue on the issue at a public hearing. Time limits, location, and schedule will be promulgated for each public hearing by the Chair/Vice-Chair.

#### Section 2-5 Quorum and Method of Voting.

- A. At any meeting, a majority of the Board shall constitute a quorum. All questions submitted to the Board for decision shall be determined by all those present and voting. The Chair/Vice-Chair may choose to have the vote by voice vote or by show of hands. However, if there is one "no" vote or one abstention the Board, upon the request of any member, the Board may be polled and the name of each member voting and how he or she voted shall be recorded.
- B. Members abstaining may state for the record their reason for abstaining, and, if the abstention is required for conflict of interest reasons, shall state for the record the reason for the abstention.
- C. When all members of the School Board are present, a tie vote on any main motion shall cause the motion to fail. In the event of a tie vote on a main motion when all members of the Board are not present, the question shall be passed by until the next meeting when it shall again be voted on even though all members are not present. In any case in which there is a tie vote on any main motion after complying with this procedure, a tie vote shall cause the motion to fail.

#### Section 2-6 Board to Sit in Open Session.

The Board shall sit in open session and the public may attend; provided, however, that the Board may, but shall not be required to, conduct "closed meetings" as permitted by the Virginia Freedom of Information Act.

#### Section 2-7 Closed Meetings

- A. Closed Meetings may only be convened in strict compliance with Section 2.2-3712 of the Code of Virginia, 1950, as amended.
- B. No resolution, rule, contract, regulation, motion, agreement, or any other action agreed to in a Closed Meeting shall become effective until the Board reconvenes in open session and takes a vote of the membership on such action, which shall have its substance reasonably identified in the open meeting.
- C. At the conclusion of a closed meeting, the Board shall reconvene in open session immediately thereafter and shall certify that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open session requirements were discussed; and
  2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.
- D. Any member of the Board, who believes that there was a departure from the above requirements shall so state during the vote, indicating the substance of the departure that, in his or her judgment, has taken place.
- E. The Board may permit nonmembers to attend a Closed Meeting if their presence will reasonably aid the Board in consideration of an issue.
- F. All discussions held in Closed Meetings must be held as strictly confidential and should be discussed only with other Board members, the Board's legal counsel, or staff members who were present at the executive session. A member who violates the trust of other Board members in free and full discussion during these discussions reduces the ability of the entire Board to effectively address sensitive legal and personnel matters.

#### Section 2-8 Meeting Length

No meeting of the Board shall extend beyond 11:00 p.m. unless there shall be a two-thirds vote of the Board members present and voting to extend the meeting. Such vote must be taken before the meeting time limit is reached. The questions permitted shall be:

- A. To continue the meeting to a time certain;
- B. To continue the meeting until designated items of business on the agenda are concluded; or
- C. To recess the meeting to a time certain.

#### Section 2-9 Public Notification of Meetings

Notice of all meetings shall be given to the public by one or more of the following methods:

- A. Distribution of annual and monthly calendars of meetings
- B. An announcement by a member of the School Board at a regularly scheduled meeting

- C. Notice on the School Division website: [www.culpeperschools.org](http://www.culpeperschools.org).
- D. Notice in televised announcements on Culpeper Media Network.
- E. Notice to all persons and entities on the mailing list maintained by the Clerk/Deputy Clerk.
- F. Oral and/or notice to all media representatives who regularly cover School Board meetings
- G. The Deputy Clerk shall maintain a record of all such notifications.

### **Section 3 – Officers**

#### Section 3-1 Chair and Vice-Chair

- A. The Chair shall preside over all meetings of the Board, sign the records of the School Board and perform such other duties as may be prescribed by law or by action of the School Board.
- B. The Vice-Chair shall serve in the absence or inability of the Chair and shall perform such other duties as the school board may assign.

#### Section 3-2 Clerk and Deputy Clerk

- A. The Clerk of the Board shall discharge duties in connection with the business of the school division as may be required by the Board and shall be present at all such meetings unless otherwise directed.
- B. The Deputy Clerk shall take and maintain the minutes of the meetings of the board, and shall notify members and the public of all regular and special meetings. The Deputy Clerk shall be empowered to act in all matters in the event of the absence of incapacity of the Clerk and shall be present at all such meetings unless otherwise directed.

#### Section 3-3 Parliamentarian

If appointed, the Parliamentarian shall advise the Board concerning the interpretation of these Bylaws and Rules of Procedure and Robert's Rules of Order as required. Final rulings concerning rules of order shall, however, be made by the Chair/Vice-Chair subject to appeal to the members of the Board.

#### Section 3-4 Preservation of Order

At board meetings, the Chair/Vice-Chair shall preserve order and decorum.

### Section 3-5 Authority of Officers

No officer, Board member, employee or agent of the Board may act on behalf of the Board without formal authorization approved at a public meeting of the Board by a majority of the Board members present and voting.

School Board members shall have authority only when acting as a school board regularly in session. The board shall not be bound in any way by any statement or action on the part of any individual school board member or employee except when such statement or action is in pursuance of specific instructions or rules of the school board.

### Section 3-6 Vacancies

In the event that any officer of the Board should vacate his or her office, the Board shall, at the next regular meeting following the acceptance of such vacation, elect a new officer in the same manner in which the officer was originally elected.

## **Section 4-Conduct of Business**

### Section 4-1 Order of Business

The Board shall adopt an agenda, including a consent agenda, in the format set forth in these Bylaws, for each meeting of the Board by a recorded vote of the majority of the members of the Board present. A copy of the format for the agenda is attached hereto as Appendix "A."

### Section 4-2 Consent Agenda

The Chair/Vice-Chair and Superintendent shall place routine, non-controversial matters requiring Board action on a Consent Agenda. Items may be removed from the Consent Agenda and placed on the regular agenda upon the request of any Board member. Only one motion is necessary to adopt all recommendations and action items on the Consent Agenda.

### Section 4-3 Delegations

The Board may set aside a designated time period for Delegations on any Board meeting or work session agenda. Delegations shall comply with School Board Policy BDDH (also KD), and no individual citizen shall be permitted to address the Board for more than three (3) minutes. No speaker shall be permitted to allocate any portion of his or her speaking time to any other speaker. With the consent of five members of the Board, a speaker's time may be extended.

#### Section 4-4 Board Reports

On each regular Board meeting agenda there shall be time set aside for Board reports, during which each Board member shall be entitled to the unrestricted use of one (1) minute for such purposes as each member of the Board may deem appropriate. Matters discussed during Board reports shall not constitute formal agenda items unless the adopted agenda is amended by a two-thirds vote of the members present and voting.

#### Section 4-5 Committee Reports

At each Business Meeting there shall be time set aside for committee reports. During which time, each committee Chairman shall report on their assigned committee's actions if the Board has questions. Otherwise, the summary shall be used as the Committee Report.

#### Section 4-6 School Board Meeting Agenda Submissions

School Board agenda requests shall comply with Policy BDDC, entitled "Agenda Preparation and Dissemination and Section 5-1 of these Bylaws."

Requests by any Board member for a report to be prepared by school staff shall be submitted in writing and shall be placed on the agenda for consideration by the entire Board as provided in this section.

#### Section 4-7 Motions

- A. No motion or other action item shall be discussed prior to being duly seconded in accordance with these Bylaws.
- B. All motions shall be seconded before being voted on, except nominations for election, and matters recommended for adoption by the Board by a committee made up of members of the Board.
- C. When a question is under discussion, no motion shall be received unless it is one to amend, to commit, to postpone, for the previous question, for a substitute motion, a motion to lay on the table, or a motion to recess or adjourn.
- D. A maker of a motion may not speak against his or her own motion.
- E. No member shall be allowed to speak a second time on a motion until after every other member desiring to speak has spoken.

- F. The Chair/Vice-Chair shall have the right to speak in debate before the Board, but should not speak until every other member desiring to speak has spoken.
- G. A substitute motion shall be allowed to any motion properly on the floor; it shall have precedence over an existing motion and may be discussed prior to being voted on. If a vote on the substitute motion does not dispose of the former motion, the former motion shall again be under consideration. Once a substitute motion is voted upon, a second substitute motion may be made. No more than two (2) substitute motions may be made.
- H. When a vote upon any motion has been announced, it may be reconsidered on the motion of any member who voted with the prevailing side provided that such motion shall be made at the session of the Board at which it was decided, or not later than the immediately following regular meeting. Such motion for reconsideration shall be decided by a majority of the members present and voting.
- I. Any motion under consideration by the Board may be postponed, by majority vote, to a future meeting, which may be later than the next regular meeting of the Board.
- J. In accordance with the Constitution of the Commonwealth of Virginia, a recorded affirmative vote of a majority of the entire Board shall be required to take any action authorizing the borrowing of money or transfer of funds in excess of policies DB and DB-R.

#### Section 4-8 Decisions on Points of Order

- A. The Chair/Vice-Chair, when presiding at a meeting of the Board, without vacating the chair, may, and upon the request of any member, shall refer any point of order to the Parliamentarian for clarification. The final decision on any point of order, however, shall lie with the Chair/Vice-Chair, subject to appeal to the members of the Board.
- B. Any member of the Board may appeal the decision of the Chair/Vice-Chair on any question of order or the interpretation of these Bylaws. A majority vote of the members present and voting shall sustain the decision of the Chair/Vice-Chair. A second is required on a member's appeal.

#### Section 4-9 Motion to Adjourn

At a meeting of the Board, a motion to adjourn shall always be in order.

#### Section 4-10 Suspending Rules

One or more of these Bylaws and Rules of Procedure may be suspended with the concurrence of two thirds of the members present and voting.

#### Section 4-11 Amendment of Rules

- A. These Rules of Procedure may be amended by majority vote of the entire Board, provided that a proposed amendment may not be voted on unless a text thereof shall have been presented to the Board at a previous meeting at which the date for a vote on the proposal had been established. Such notice shall not be required for any amendment adopted at the annual meeting. Any proposed amendment shall be subject to further amendment at the meeting at which the vote is taken.
- B. Notwithstanding the foregoing, any amendment of any provision of these Rules of Procedure that modifies a requirement for a two thirds vote may be amended only by a two thirds vote of the entire Board.

#### Section 4-12 Robert's Rules of Order

The proceedings of the Board, except as otherwise provided in the Bylaws and Rules of Procedure and by applicable state law, shall be governed by the current edition of "Robert's Rules of Order Newly Revised."

### **Section 5-Agenda**

#### Section 5-1 Preparation

- A. The Chair/Vice-Chair in consultation with the Superintendent shall prepare an agenda for the regularly scheduled meetings conforming to the order of business specified in section 4-1 titled "Order of Business." A "draft" agenda shall be posted on the division's web site as soon as reasonably possible prior to the date of the meeting.
- B. Board members may request that items be placed on the agenda by contacting the Chair/Vice-Chair at least ten (10) business days prior to the Board meeting for which they wish the item scheduled. The Chair/Vice-Chair shall place requested items on the agenda for the regular meeting following the request.

- C. All items which are requested to be placed on the agenda which have not been submitted within the prescribed deadline shall be placed on the next regular agenda for consideration or may be brought forth in a motion to amend the agenda.
- D. All items submitted for the agenda for action at a meeting must have supporting documents or other information for study by board members at the time the item is placed on the agenda. This includes reports of staff or Board committees on which action is expected.
- E. The Superintendent may place any emergency matter on the agenda for any meeting. However, no item so placed on the agenda and for which action is required by board vote may be subjected to such vote at that meeting unless two-thirds of the members present and voting concur.

#### Section 5-2 Delivery of Agenda

A copy of the agenda and related materials for regular Board meetings shall be delivered to each member of the Board at least two business days prior to the meeting, unless picked up by the board member. For example, the agenda is to be delivered by Thursday afternoon for a Monday evening meeting.

#### Section 5-3 Copies

The Deputy Clerk of the Board shall prepare or cause to be prepared extra copies of the agenda and supporting materials and shall make the same available to the public in the office of the School Board. The Deputy Clerk shall also make copies available at each meeting. The Deputy Clerk shall post the agenda in such public places in the County as shall give the public as much notice of the agenda as is feasible.

## **Section 6 – Minutes**

#### Section 6-1 General

- A. The Board speaks through its minutes. Therefore, these documents are of considerable consequence to school operations.
- B. Minutes shall become official upon approval of the Board and shall be maintained in the safekeeping of the Deputy Clerk who shall see that they are available for public examination during office hours.

## Section 6-2 Procedures for Recording Minutes

- A. Minutes shall be brief and as simple as possible. A record of motions, amendments, dispositions and votes shall be recorded.
- B. In compliance with the requirements of Section 2.2-3707 of the Code of Virginia, the minutes of the meetings of the Board shall include:
  - 1. The type (regular, special, recessed, etc.), date, time, and location of meeting;
  - 2. The call to order, time, person presiding and person's office;
  - 3. The record of the members present or absent;
  - 4. A record of the presence or absence of the Superintendent;
  - 5. A record of any corrections to the minutes of the previous meeting and to the action of approving them;
  - 6. A record of each motion placed before the Board including the member making the motion and members seconding, if any;
  - 7. A record of all persons making presentations and the subject of such presentations shall be noted.
  - 8. The minutes should contain a summary of the discussion on matters proposed, deliberated or decided, and a record of votes taken.
- C. It shall be the responsibility of the Deputy Clerk to record minutes. These unofficial minutes shall be sent to Board members prior to the next regular Board meeting.
- D. Minutes of the previous Board meeting shall be read to the Board only in case of corrections or omissions. An early procedural item on the agenda shall be the adoption of the minutes of the previous meeting. After approval they shall be signed by the Chair and Clerk.
- E. The minutes shall be permanently filed. Written documents requiring Board action, and other voluminous written documents, may be made a part of the minutes by reference. When this is done, the documents shall be placed in the Board file as a permanent record. Resolutions, agreements, or similar formal documents shall be reproduced as a part of the minutes or as attachments thereto.
- F. Except when in Closed Session, all meetings shall be digitally recorded. The recordings shall be stored for a period of 24 months,

and may be erased thereafter. The recording shall be available for public access but shall not be removed from the Board office.

## **Section 7 – Orientation/In-service Programs**

### Section 7-1 Orientation

- A. Immediately following notification of appointment or election to the school board each new member shall be given an orientation program under the direction of the division superintendent.
- B. Every school board member shall be furnished a copy of the school board's bylaws, internet access to School Board policies and administrative regulations, the Code of Conduct, the current budget, internet access to the Code of Virginia, the Virginia Freedom of Information Act, and other such documents deemed essential to the operation of the school division.

### Section 7-2 In-service Programs

- A. Annually, the School Board may plan an in-service program for its members which shall include, but not be limited to, those areas enumerated in Code of Virginia § 22.1-253.13:5.
- B. Activities may include:
  - 1. Seminars developed by the Virginia Department of Education, the Virginia School Boards Association, and CCPS staff or outside presenters.
  - 2. Attending regional, state, and national educational conferences and conventions
  - 3. Workshops
  - 4. Retreats
  - 5. Guest speakers
  - 6. Visitations to schools

Each Culpeper County School Board member will attempt to visit various schools throughout the year when invited for regular programs and special events or when the School Board member has time available or has special interest in a particular program.

- 7. Inservices

- C. Reasonable expenses for these activities will be reimbursed to the members, including travel, meals, lodging and other necessary expenses, upon presentation of receipts and an accounting of expenditures.

## **Section 8 – Board Policy Development**

### Section 8-1 Policy Review and Adoption

- A. The “Administrative Committee” designated by the Board, or, at the desire of the members of the Board, will review new policy suggestions from various sources including the Virginia School Board Association, School Board Members, and the Division Superintendent.
- B. All policy statements passed by the Board will be in effect as of the day following the second reading of a new or revised policy at a regular School Board meeting except as stated below.
- C. When a new policy or a revision to an existing policy is based solely on a change to the Code of Virginia, and the new policy or revision to an existing policy includes no amplification or interpretation of the governing statutory change, the Board, by an affirmative vote of four or more members, may adopt the policy at a regular or special meeting without a second reading. The new or revised policy will be in effect the day following such action.
- D. In cases where the new or revised policy is intended to deal with urgent needs, the Board may, by an affirmative vote of four or more members, effect the new or revised policy on the day following the regular or special meeting at which the Board so acts.
- E. Policy Proposals and suggested amendments to or revisions of existing policies shall be submitted to all members of the School Board and to the division superintendent in writing two (2) business days prior to a regularly scheduled School Board meeting in which such proposed policies, amendments, or revisions shall be read and discussed. A vote for adoption shall take place at the next regular meeting of the School Board. A majority vote shall be needed for the adoption of a policy. Unless otherwise provided, when policies are altered or replaced the new or revised policy shall become effective the day following approval of the second reading.

## **Section 9 – Conflicts of Interest**

### Section 9-1 Conflict of Interest Generally

- A. Members of the Board are governed by the provisions of the Virginia State and Local Government Conflict of Interests Act, which is set out in Policy BBFA.
- B. Pursuant to the Act, Board members may be required to make certain disclosures during the course of a business meeting.

#### Section 9-2 Disclosure Statements

- A. Whenever a Board member or employee is required to disqualify himself or herself from participating in a transaction because that transaction has application solely to property or a business in which he or she has a personal interest, that Board member or employee shall make a disclosure of the existence of his or her interest, and shall not participate in any discussion concerning that transaction.

Such disclosure shall include the full name and address of the business and the address or parcel number for the real estate if the interest involves a business or real estate and such disclosure shall be reflected in the Board's public records in the division superintendent's office for a period of five (5) years.

- B. Whenever a board member or employee is permitted to participate in a transaction in which he or she has a personal interest because he or she is a member of a business, profession, occupation or group of three or more members, the members of which are affected by the transaction, he or she shall declare his or her interest by stating:

1. the transaction involved;
2. the nature of the Board member's or employee's personal interest affected by the transaction;
3. that he or she is a member of a business, profession, occupation or group, the members of which are affected by the transaction; and
4. that he or she is able to participate in the transaction fairly, objectively, and in the public interest.

- C. The Board member or employee shall either make his or her declaration orally to be recorded in written minutes of the Board or file a signed written declaration with the Deputy Clerk of the Board, who shall, in either case, retain and make available for public inspection such declaration for a period of five (5) years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation

in the transaction, member or employee shall prepare and file the required declaration by the end of the next business day.

- D. The Board member or employee shall also orally disclose the existence of the interest during each School Board meeting at which the transaction is discussed and such disclosure shall be recorded in the minutes of the meeting.
- E. Whenever a Board member or employee is permitted to participate in a transaction when a party to the transaction is a client of his or her firm and he or she does not personally represent or provide services to such client, he or she shall declare his or her interest by stating:
  - 1. the transaction involved;
  - 2. that a party to the transaction is a client of his or her firm;
  - 3. that he or she does not personally represent or provide services to the client; and
  - 4. that he or she is able to participate in the transaction fairly, objectively, and in the public interest.

The Board member or employee shall either make his or her declaration orally to be recorded in written minutes of the board or file a signed written declaration with the Deputy Clerk of the board who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the board member or employee shall prepare and file the required declaration by the end of the next business day.

- C. The forms attached hereto as Appendices “B,” “C” and “D,” or substantially similar forms, may be used for making required disclosures.

## **Section 10 – Code of Conduct**

### Section 10-1      Code of Conduct

The Board has adopted a Code of Conduct which is attached hereto as Appendix “E.”

## **APPENDIX A**

### **CULPEPER COUNTY PUBLIC SCHOOLS**

#### **“Draft” Business Meeting Agenda**

**Date (2<sup>nd</sup> Monday of each month)**

**Closed Session at 6:45 p.m.**

**Business Session at 7:00 p.m.**

**County Administration Office**

**302 N. Main Street**

**Culpeper, VA 22701**

1. Call to Order
2. Roll Call
3. Closed Session (if applicable)
4. Moment of Silence and Pledge of Allegiance
5. Adoption of the Agenda
6. Recognitions
7. Delegations – Optional
8. Consent Agenda
9. Action Items
10. Staff Reports
11. Board Member Reports
12. Information Items/Committee Reports
13. Adjourn

### **CULPEPER COUNTY PUBLIC SCHOOLS**

#### **“Draft” Business/Work Session Agenda**

**Date (4<sup>th</sup> Monday)**

**Closed Session at 6 p.m.**

**Business/Work Session immediately following**

**School Board Central Office – Colin Owens Conference Room**

**450 Radio Lane**

**Culpeper, VA 22701**

1. Call to Order
2. Roll Call
3. Closed Session (if applicable)
4. Moment of Silence and Pledge of Allegiance
5. Adoption of The Agenda
6. Action Items
7. Staff Reports
8. Work Session Items
9. Adjourn



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**DISCLOSURE STATEMENT**

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**DATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**RE:** AGENDA ITEM \_\_\_\_\_

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With regard to the above-referenced agenda item, I have determined that I have a personal interest in a transaction as defined by the Virginia State and Local Government Conflict of Interests Act, and that I may participate in the transaction as provided by the Act.

I therefore make the following disclosure:

1. The transaction involved is: \_\_\_\_\_  
\_\_\_\_\_.

2. The nature of my personal interest affected by the transaction is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

3. I am a member of a business, profession, occupation, or group the members of which are affected by the transaction; and

4. I am able to participate in the transaction fairly, objectively, and in the public interest

5. I am filing this disclosure statement with the clerk of my agency, to be retained as required by law.

6. I will orally disclose the existence of my interest during each meeting of this agency at which the transaction is discussed to be recorded in the minutes of the meeting.

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**DISCLOSURE STATEMENT  
TRANSACTION INVOLVING CLIENT**

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**DATE:** \_\_\_\_\_  
**FROM:** \_\_\_\_\_  
**RE:** AGENDA ITEM \_\_\_\_\_

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With regard to the above-referenced agenda item, I have determined that I have a personal interest in a transaction as defined by the Virginia State and Local Government Conflict of Interests Act, and that I may participate in the transaction as provided by the Act.

I therefore make the following disclosure:

1. The transaction involved is: \_\_\_\_\_

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2. A party to the transaction is a client of my firm.

3. I do not personally represent or provide services to the client.

4. I am able to participate in the transaction fairly, objectively, and in the public interest.

5. I am filing this disclosure statement with the clerk of my agency, to be retained as required by law.

APPENDIX E

VSBA Code of Conduct for School Board Members

As a member of my local school board, I will strive to be an advocate for students and to improve public education and to that end:

1. I will have integrity in all matters and support the full development of all children and the welfare of the community, Commonwealth and Nation.
2. I will attend scheduled board meetings.
3. I will come to board meetings informed concerning the issues under consideration.
4. I will make policy decisions based on the available facts and appropriate public input.
5. I will delegate authority for the administration of the schools to the superintendent, and establish a process for accountability of administrators.
6. I will encourage individual board member expression of opinion and establish an open, two-way communication process with all segments of the community.
7. I will communicate, in accordance with board policies, public reaction and opinion regarding board policies and school programs to the full board and superintendent.
8. I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, state regulations, and court orders pertaining to schools.
9. I will refrain from using the board position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety.
10. I will respect the confidentiality of privileged information and make no individual decisions or commitments that might compromise the board or administration.
11. I will be informed about current educational issues through individual study and participation in appropriate programs, such as those sponsored by my state and national school boards associations.
12. I will always remember that the foremost concern of the board is to improve and enhance the teaching and learning experience for all students in the public schools of Virginia.

Therefore, I will always strive to demonstrate appropriate behavior/conduct as a public school board member.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_

Culpeper County School Board                      Date: \_\_\_\_\_, 20\_\_\_\_