

SCHOOL BOARD GOVERNANCE AND OPERATIONS

File: BDCA-R

CALLING AND CERTIFICATION OF CLOSED MEETINGS

The School Board may meet in closed session if the topic for discussion meets one of the criteria as outlined in Policy BDC.

1. If a meeting is needed which meets the closed meeting criteria, the Clerk or Deputy Clerk must follow the procedures for announcing a School Board meeting and will announce a closed session will occur.
2. The announcement will include the purpose(s) of the closed session.
3. At the time for the closed meeting, a member of the School Board must make a motion that the closed meeting will be for one or more of the purposes as outlined in the Code of Virginia, 1950, as amended, Section 2.2-3711.
4. The motion must be seconded and voted on prior to the Board convening in closed session.
5. At the conclusion of the closed session, one Board member must make a motion that only the topic or topics listed on the motion to convene in closed session was or were discussed.
6. A second to the motion must be made and the Board shall vote.
7. No decisions made in the closed session will be finalized until a motion is made for the action in public and a vote is taken.
8. The vote must be a roll-call vote.
9. The Board may invite other persons, as appropriate, to attend any closed session of the Board.
10. The beginning and ending times of the closed sessions shall be recorded.

Issued: August 17, 2009
Revised: February 17, 2014

Legal References: Code of Virginia, 1950, as amended, section 2.2-3712.

Cross References: BCE School Board Committees
BCEA Disciplinary Committee
BCF Advisory Committees to the School Board
BDC Closed Meetings
BDDA Notification of School Board Meetings