

## NOTIFICATION OF MEETINGS

### Regular Meetings

The School Board and any committees thereof give notice of the date, time, and location of their regular meetings by posting such notice on its website, if any, placing a notice in a prominent public location at which notices are regularly posted and in the office of the clerk of the School Board at least three working days prior to the meeting. In addition, the School Board and any committees thereof publish notice of their meetings by electronic means whenever feasible. At least one copy of the proposed agenda and all agenda packets and other nonexempt materials furnished to members of the School Board and any committees thereof is made available for public inspection at the same time the documents are furnished to members of the School Board or committee.

### Special Meetings

Notice, reasonable under the circumstance, of special, emergency or continued meetings is given contemporaneously with the notice provided to members of the School Board or committee.

### Notification of Closed Meetings Held Solely for the Purpose of Interviewing Candidates for the Position of Superintendent

The notice provisions described above do not apply to closed meetings of the Board held solely for the purpose of interviewing candidates for the position of superintendent. Prior to any such closed meeting the School Board announces in an open meeting that such closed meeting will be held at a disclosed or undisclosed location within fifteen days thereafter.

### Direct Notification

Notice of all School Board meetings and committee meetings is furnished directly to any person who requests such information. Requests to be notified of all meetings should be made at least once a year in writing and include the requester's name, address, zip code, daytime telephone number, electronic mail address, if available, and organization, if any. Unless the person making the request objects, the school division may provide electronic notice of all meetings in response to such requests.

Adopted: December 14, 1992

Revised: November 9, 1994, August 9, 2000, August 13, 2003, March 24, 2004,  
May 27, 2009, May 13, 2013, October 9, 2017, June 27, 2022

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 2.2-3712.

Cross Refs.: BCE School Board Committees

BCEA	Disciplinary Committee
BCF	Advisory Committees to the School Board
BDA	Regular School Board Meetings
BDB	Special School Board Meetings