

May 20, 2025

Meetings

DRAFT	Feedback	Final
<p>1. Meeting Procedures</p> <p>a. Unless otherwise established by the Council, meetings shall be conducted according to Roberts Rules of Order</p> <p>b. All meetings shall be conducted in compliance with public meeting requirements under the Code of Virginia and are subject to the Freedom of Information Act (FOIA). The Council secretary shall ensure:</p> <p>i. Meetings are open to the public; conducting the business of the Council via email or other non-public means is prohibited;</p> <p>ii. The staff liaison is provided with the meeting date, time, and location so that is information may be posted on a public bulletin board, in the staff liaison's office, and on the Advisory Council's web page at least three working days before the meeting;</p> <p>iii. All agendas and materials are available for inspection by the public at the time of the meeting. The staff liaison or designee will assist the secretary with the placement of required postings; and ensure compliance with applicable laws for required postings</p>	<p>a)</p> <p>“...according to the current version of <i>Robert's Rules of Order Newly Revised</i>.”</p> <p>Chairs and other officers will need training on using Robert's Rules</p> <p>By what procedure would a Council “otherwise establish”?</p> <p>ii. I think we need the meetings publicized in more ways to reach the broader Arlington audience. If people do not know about the advisory councils and what they do, they don't know to go to the web page to look for meeting dates/times. +1</p>	

DRAFT	Feedback	Final
<p>including the posting of information electronically and making paper copies available upon request.</p> <p>iv. Minutes are taken summarizing key themes discussed by the Council and documenting any votes or decisions. Minutes should be approved by the membership at the following meeting. Approved minutes shall be publicly published on the Council's web page by the Staff Liaison or their designee.</p> <p>c. Meetings may contain the following elements: call to order, determination of quorum, public comment, approval of minutes of the preceding meeting, follow up on action items, items of information, action items, discussion items, items for inclusion in future meeting agendas, and adjournment.</p> <p>2. Councils will provide an opportunity for public comment at each meeting. Council officers may determine at what point in the agenda public comment may occur, how long each speaker may speak, and the maximum total number of speakers.</p>	<p>Are there a set number of meetings a council needs to meet each year?</p>	

DRAFT	Feedback	Final
<p>a. In the event of any procedural dispute arising out of the conduct of meetings, <u>Robert's Rules of Order – Simplified</u> shall be used to resolve such dispute, except to the extent that <u>Robert's Rules of Order – Simplified</u> conflict with any provisions of these procedures or and APS policy.</p>	<p>I don't think RROO-Simplified is an official thing. However, there is the <i>Newly Revised 3rd In Brief Edition</i> https://robertsrules.com/books/</p> <p>That being said, there are various resources available online called "Simplified" that may be useful, such as:</p>	

DRAFT	Feedback	Final
	https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf and https://www.boardeffect.com/wp-content/uploads/2023/05/BoardEffect-Roberts-Rules-of-Order-Cheat-Sheet_Page_1-1.png	
<p>Meeting Frequency</p> <p>The chair shall schedule meetings as required to complete the work of the Council. The Council shall meet at least four times and no more than twelve times a year. Meetings shall occur between the first and last days of the regular school year unless directed otherwise in accordance with the School Board's charge to the Council.</p>		
<p>Decision Making Process</p> <p>Voting shall only occur at meetings where the Council has a quorum. Votes must be recorded in the meeting minutes.</p>		
<p>Quorum Requirements</p> <p>A quorum for a meeting shall consist of a majority of the appointed members of</p>		

DRAFT	Feedback	Final
<p>the Council being physically present at the meeting or in accordance with Policy B-3.6.37 Electronic Participation in School Board Advisory Committee Meetings.</p>		
<p>Procedural Disputes In the event of any procedural dispute arising out of the conduct of meetings, Robert's Rules shall be used to resolve such dispute, except to the extent that Robert's Rules conflicts with any provisions of this PIP or School Board Policy _____</p>		
<p>Virtual Meetings Meetings are conducted in-person or in accordance with Policy B-3.6.37 Electronic Participation in School Board Advisory Committee Meetings.</p>		
<p>Virtual Participation in In-Person Meetings by Individual Members Individual member participation in-person meetings is conducted in accordance with Policy B-3.6.37 Electronic Participation in School Board Advisory Committee Meetings.</p>		