

## NOTIFICATION OF SCHOOL BOARD MEETINGS

### Regular Meetings

The School Board shall give notice of the date, time, and location of its regular meetings by 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 shall publish notice of its meetings by electronic means whenever feasible. At least one copy of all agenda packets and other nonexempt materials furnished to members of the School Board shall be made available for public inspection at the same time the documents are furnished to School Board members.

### Special Meetings

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

### Direct Notification

Notice of all school board meetings shall be 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: September 12, 1996  
Revised: April 9, 2001  
Revised: April 14, 2003  
Revised: March 12, 2009

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

Cross Ref.: BDA Regular School Board Meetings  
BDB Special School Board Meetings