School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
December 29, 2025

Standard Operating Procedure
Quorum and Attendance Tracker SOP

PURPOSE:

To determine a process for filling in the Quorum and Attendance Tracker for all Fairfax County School Board meetings (i.e. Regular, Closed, Standing Committee, Public Hearings, etc.)

SCOPE:

The Fairfax County School Board holds a number of meetings of the full Board and Members of various Standing Committees. These meetings, depending on *Code of Virginia* requirements, may need a quorum. Quorum is defined as "a majority of the total active membership" per Robert's Rules.

For Meetings Requiring Quorum: The Quorum and Attendance Tracker helps determine whether enough School Board Members are attending a meeting, to the best of the School Board Office's ability, to avoid canceling meetings due to lack of quorum.

For Meetings NOT Requiring Quorum: The Quorum and Attendance Tracker helps to determine School Board Members who will be present for events such as Public Hearings that may not require a quorum, as there will not be any votes taken during the meeting.

In alignment with the School Board's annual Virtual Participation Resolution, the Quorum and Attendance Tracker also helps track the number of Personal or Medical Virtual Participation requests and/or Virtual Participation Due to Disability/Caregiving.

ROLES:

Clerk's Team: The Clerk's Team will create a Quorum and Attendance Tracker sheet for each calendar year. They will add the start, end, and any breaks or recesses for each meeting to the

Quorum and Attendance Tracker. In the event that a meeting is canceled due to lack of quorum, the Clerk's Team is responsible for ensuring that all changes are reflected in the Quorum and Attendance Tracker and all other calendaring.

The Clerk's Team shall monitor the Quorum and Attendance Tracker and provide an automatic notification when a Board Member is within two meetings of reaching the Virginia Statutory Limit for Personal Virtual Participation, as detailed in the Board's Virtual Participation Resolution.

School Board Members and Staffers: School Board Members and their staff will be responsible for completing the Quorum and Attendance Tracker for all meetings attended throughout the calendar year. If the School Board Member will be absent, the cell should be marked with "A" and filled in with red. If the School Board Member will be Personal Virtual, the cell should be marked with "PV" and filled in with yellow. If the School Board Member will be Medical Virtual, the cell should be marked with "MV" and filled in with green. If the School Board Member is In Person - Disability/Caregiver, the cell should be marked "I-D/G" and filled in with aqua.

Division Counsel: The Office of Division Counsel is responsible for monitoring changes to the *Code of Virginia* regarding quorum requirements for all meetings. The office will work with the Clerk's Team to ensure that all School Board Members remain up to date on the changes.

TIMELINE:

July: The Clerk's Team updates the Quorum and Attendance Tracker by adding a new tab for the upcoming calendar year. School Board Members and their staff should update their availability in the Quorum and Attendance Tracker as soon as practicable to ensure awareness of a quorum for upcoming meetings.

During The Calendar Year: The Clerk's Team monitors the Quorum and Attendance Tracker throughout the year to add meetings, note cancellations, and ensure that the time and attendance for meetings are accurate and up to date. They also send requests to complete the Quorum and Attendance Tracker, as needed.

GUIDELINES:

While best practice is for School Board Members and their staff to complete the Quorum and Attendance Tracker at the beginning of each calendar year, they should ensure their attendance is correctly indicated at least 48 hours in advance to provide the Clerk's Team with ample time to contact School Board Members and their staff and/or to cancel meetings.

When a meeting is canceled, the Chair of the Board or a Committee should work with the Clerk's Team to reschedule the meeting. The Clerk's Team should also reach out to the IT and Security teams to let them know about meeting changes as soon as possible.