School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
October 23, 2026

Standard Operating Procedure
Community Participation for Regular Meetings and Public Hearings

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PURPOSE:

To determine the School Board Office process for the Community Participation portion of Public Hearings and Regular Meetings.

SCOPE:

The School Board has established Community Participation guidelines in the Strategic Governance Manual (link here). These guidelines outline the modes of participation and timing for Community Participation during Public Hearings and Regular Meetings of the Fairfax County School Board.

Community members are allowed to participate via in-person/virtual live testimony or through pre-recorded video testimony. To participate, community members must sign up via a form through the School Board Office. To be eligible to speak, a participant must be a Fairfax County resident, student, business owner, or an employee of Fairfax County Public Schools.

ROLES:

Clerk Team: The Clerk team creates forms, posts forms to the FCPS website, and closes the form at the appropriate time before a meeting. If a lottery is necessary, the Clerk team runs and records the lottery. The Clerk team also monitors pre-recorded videos for appropriateness and adherence to guidelines.

Administrative Assistant: Throughout the registration process, the Administrative Assistant verifies addresses of potential speakers to ensure that they are eligible to speak. Once the form has closed, and after a lottery if applicable, the Administrative Assistant does a final check of the list of speakers to see if they have spoken at a previous School Board meeting. All eligible

speakers, ineligible speakers, and those on the waitlist are sent an email by the Administrative Assistant the morning after the form closes. Virtual participants are sent a separate email by the events team for a "tech check". Before each meeting, the Administrative Assistant prepares the internal speaker and 'can't speak' lists for the clerk's office, and adds the public speaker list to the meeting management system. If a waitlist is necessary, it should also be added to the public meeting management system list.

Support Tech I: The Support Tech I is responsible for putting up an accurate list of speakers on the meeting management system after each meeting.

TIMELINE:

For Regular Meetings:

- Registration: Fairfax County and City residents, FCPS staff, FCPS students, FCPS guardians who are non-Fairfax County residents, and FCPS business partners who want to address the School Board, may register to speak by submitting a request online or calling the School Board office at 8:00 a.m. starting on the fourth business day before the next regular business meeting.
- Closing: The registration process closes 48 hours before the meeting.
- Notification: Eligible speakers and those whose videos were selected will be notified no less than 24 hours before the regular meeting.

For Public Hearings:

- Public hearings are scheduled on specific topics by the Board at various times during the year.
- The speakers list for public hearings will open at least ten (10) days prior to the hearing and shall be closed at 4:30 p.m. two workdays immediately preceding the day of the hearing for weekday hearings or at 4:30 p.m. on the Wednesday preceding a Saturday public hearing. [Code of VA §22.1-79 and §22.1-92]

GUIDELINES:

- Public participant guidelines are available through the Strategic Governance Manual online. (Link here.)
- The School Board Office has the following procedures for the Community Participation form:
    - Three student spaces will be held for each meeting. If there is an open student space, it will be held until the gavel goes down. If not filled, the list will move up with the next person on the wait list added to the list of speakers.

- Pre-recorded videos will be reviewed by the Clerk team in order to determine suitability for airing at a regular meeting. If a video raises a concern with one of the expectations for participation or an FCC violation, the Clerk team will flag for the Board Chair, Division Counsel, or both.
- For regular meetings, when there are more than 10 non-current FCPS student in-person/virtual speakers, a total of 13 in-person/virtual speakers, and/or more than 3 pre-recorded videos signed up, the Clerk team will run a lottery. The team will randomize the response sheet for the meeting to determine which individuals are chosen to participate. The team will also record the randomization and save the video of the lottery with the documents for the regular meeting.