

Section 1000-Board Bylaws

1005 District Authority

1005

The legal name of the school district is the Grand Rapids Public School District. The District is a general powers school district within the meaning of the Michigan Revised School Code, MCL 380.1, *et seq.* The legal basis for the District is vested in the will of the people as expressed in the Michigan Constitution, the statutes pertaining to education, various court interpretations, and the powers implied by the laws listed above.

The Board, on its own behalf and on behalf of the electors of the District, retains and reserves, without limitations, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and/or the United States and those outlined in the Michigan School Code. The District is governed by the Board. A principal function of the Board is to adopt bylaws and policies that are reasonable and necessary to guide present and future Board and District decision-making and operations. The adoption, amendment, or repeal of bylaws or policies requires the vote of a majority of the Board members elected and serving.

Bylaws and policies supplement the wide body of federal and state statutory and regulatory law that applies to public school districts in the State of Michigan. Federal and state law supersede these bylaws and policies, to the extent of any inconsistency. The Board has determined that it is not reasonable or necessary to attempt to replicate federal or Michigan statutes or regulations in these Bylaws and Policies.

Approved: June 29, 2009

Revised: May 15, 2017

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1 la

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The Board's work will include:

- GI Enacting Board governance policies that include Superintendent parameters/responsibilities, Board/Superintendent/Staff Relations, and the Board's own means to support its governance role;
- GI Hiring and evaluating the Superintendent, including holding the Superintendent accountable to the terms of their contract and annually-set goals;
- GI Holding the Superintendent responsible for acceptable standards and results in the operation of the District;
- GI Establishing a process to appoint an interim Superintendent to ensure that District business is conducted during an extended planned or unplanned absence of the Superintendent;
- Approving a District budget with revenue and spending parameters and a financial performance monitoring process;
- Acting on the appointment or dismissal of District personnel, both certified and non-certified, only after submission of a recommendation by the Superintendent
- GI Establishing, revising, and engaging in a self-assessment of Board operating norms and Board performance annually;
- GI Establishing and maintaining connections with the public regarding issues impacting public education;
- GI Reviewing and recommending education policy on an ongoing basis;
- GI Making decisions based on clear data and significant and relevant monitoring information pertinent to District operations; and
- Reviewing and accepting administrative rules as they support the policies established by the Board.

Board Member Duties and Responsibilities

Individual Board members shall:

- ® Listen to citizens with questions, comments, and complaints, referring them to appropriate District staff;
- ® Keep the Superintendent and fellow Board members advised of community reaction to the school program and to school policies;
- ® Refer personal requests and criticisms by employees directly to the appropriate administrative office and/or union official;
- e Participate in county, regional, state, and national associations of school board members;
- e Follow the operating norms established by the Board;
- e Be responsible for their own behavior and consequences;
- ® Take only those actions which are congruent with policy;
- e Respect the authority of the President;
- o Inform the President or Superintendent of additional agenda items prior to the Board meeting; and
- Observe Parliamentary procedure, deferring to the President when clarity of procedure is needed.

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Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: Michigan Constitution, Article VIII; MCL 380.10, 380.11, *et seq.*

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1035 Scholar Representative to the Board and Alternate

1035

The Board will be informed of scholar interests, needs, and insights by directing the Superintendent to annually select two high school students as official Scholar Representatives to the Board to serve during the school year.

The scholar representative will have the right to sit with the Board at all regular and special meetings but not in closed sessions or sessions that exclude the public unless specifically authorized by the Board. Scholar representatives will not be permitted to vote, introduce, or support motions but may otherwise participate in the discussions as any other Board member.

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Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.11a

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1160 New Member Orientation

1160

Newly-elected Board members will be invited to attend all regular Board meetings prior to the time they are sworn into office. Newly elected and newly-appointed Board members are encouraged to attend workshops sponsored by the Michigan Association of School Boards for new Board members.

Present Board members and the Superintendent will conduct an appropriate orientation program designed to acquaint new Board members with the District, Board policy, duties, responsibilities, and other activities.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.11a

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1320 Conducting Board Meetings

1320

Generally

All Board meetings must be open to the public and held in a place available to the public. All persons are permitted to attend any public meeting except as otherwise provided by law. The right to attend Board meetings includes the right to record and share the proceedings. The Board may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

Agenda

Prior to a Board meeting, the Superintendent will distribute to each Board member the appropriate materials concerning items on the agenda.

Board meeting agendas are prepared by the Board President, the Superintendent, and the Assistant to the Board. The Board President and Superintendent determine agenda content and the Assistant to the Board prepares the actual agenda and accompanying support materials. Board members may present agenda items to the Board President for consideration upon agreement of at least four Board members that such items should be placed on the agenda.

Legally mandated Board content includes:

- Review/adoption/recommendation of policies/bylaws;
- Personnel transactions;
- Budget;
- Financial reports;
- Expenditure requests exceeding the annually competitive bidding threshold identified by the Revised School Code;
- ⊗ Collective bargaining agreements;
- e Bond/millage requests;
- e Legal action;
- ⊗ Real estate transactions; and
- ⊗ Public comment periods.

Agenda content that falls within the purview of the Board includes:

- ⓐ Superintendent's report;
- e Secretary's report;
- ⓐ Student repmis;
- ⓐ Committee reports;
- ⓐ Staff/employee recognition;
- e Strategic planning updates;
- e Bond issue updates;
- o Actions upon committee recommendations; and
- ⓐ Any other content not listed above.

Consent Agenda

The President may place routine matters in a single consent agenda item to be voted on by the Board. Any Board member may request that a consent item be removed and considered separately at any time prior to final vote on the Consent Agenda. The Consent Agenda grouping will include:

- e Board meeting minutes;
- e Board committee reports and action items;
- ⓐ Personnel transactions;
- ⓐ Business items (e.g., purchases, financial reports, etc.); and
- ⓐ Motions and resolutions.

Notices to the Public

Notices and agendas of meetings are posted prior to meeting on the District's website and at its administrative building. The public has a right to request copies of any Board documents that are created, issued, or disseminated on a regular basis, such as: notices of scheduled Board meetings, Board Committee meetings (if such meetings are posted by Board policy) agendas, minutes, and newsletters. Requests for public documents must be submitted to the District's FOIA Coordinator and will be provided pursuant to Michigan's Freedom of Information Act.

Rules of Order

Board meetings will be governed by the following rules of procedure:

111 Presiding Officer

- o The President (or Vice-President in the absence of the President) shall preside at all meetings. In the absence of both the President and Vice-President, the members present shall elect a President pro tempore who will serve as the presiding officer for only that meeting or for a part of the meeting in which the President and Vice President are absent.
- o The Presiding Officer will either introduce and present each agenda item for discussion or will introduce and then designate the Superintendent or other staff member to present the agenda item. Following its presentation, an agenda item may be opened for discussion by the Presiding Officer. Except where permission is otherwise granted by the Presiding Officer, discussion of opened agenda items will be limited to Board members.
- o The Presiding Officer is responsible for enforcing these rules of procedure and conducting meetings in a manner which preserves order and decorum. Board members and others in attendance at a meeting will comply with the direction of the Presiding Officer.

111 Quorum

- o A majority of the members elected to and serving on the Board will constitute a quorum. To the extent permitted by law, members may participate in meetings via remote means such as telephone conference calls, computer web cam, or a teleconference arrangement. Members participating remotely will be counted as "present" for purposes of establishing a quorum.

111 Motions and Resolutions

- o The Board will take all formal actions by verbal motion unless a formal resolution is required by law or otherwise desired. Generally, resolutions are reserved for more important or complex questions, or when greater formality is desired. All resolutions will be reduced to writing prior to adoption by the Board.

- o Any Board member who wishes to make a motion, second a motion, or discuss pending business will first secure recognition of the Presiding Officer. Except where permission is otherwise granted by the Presiding Officer, discussion of a motion before the Board or other pending business is limited to Board members.
- o A motion must be before the Board in order to vote on an agenda item that has been presented by the Presiding Officer for consideration. Discussion of an agenda item may be held prior to a motion to vote. No motion will be adopted by the Board until stated by the Presiding Officer. Any motion may be withdrawn by the sponsor at any time before decision or amendment by the Board.
- o Motions will be required in order to:
 - ¹¹¹ Take action.
 - ¹¹¹ Call the question (end debate on a pending question and bring the issue to vote immediately).
 - ¹¹¹ Amend or modify a motion made to take action, but such amending motion will be disposed of before any other motion to amend or modify the original motion will be permitted. Once approved by the Board, a motion to amend or modify a motion may be combined with the original motion.
 - o Lay on the table for subsequent consideration at the same meeting.
 - ¹¹¹ Postpone action to a specific time, date, and place or until occurrence of a condition or event.
 - ¹³ Refer or re-refer a matter to a Board committee.
 - m Postpone indefinitely. A motion to postpone indefinitely the further consideration of any motion, resolution, or other matter will require the affirmative vote of the Board and the vote upon such a motion may not be reconsidered.
 - o Reconsider a vote (including a vote resulting in a tie) or other action that has been taken by the Board, but only if no action has been taken in reliance upon such vote or action. Any Board member may move

for reconsideration of a vote or action at the same meeting the vote or action was made or at the next regular meeting of the Board, but at no other subsequent meeting. No vote or other action may be reconsidered more than once. A motion to reconsider requires the affirmative vote of the Board. When a motion to reconsider fails, it cannot be renewed. This does not preclude the Board from again dealing with an issue, policy, decision, or other action based upon significant new information unavailable to the Board when the decision or other action was initially taken.

m Enter into closed session consistent with the Open Meetings Act, MCL 15.261, *et seq.*

m Call a recess at the discretion of the Presiding Officer.

m Adjourn. A motion to adjourn will always be in order and shall be decided without debate.

o With the exception of a motion to adjourn, a motion to lay on the table for subsequent consideration, a motion to postpone action to a specific time, date, and place, or until occurrence of a condition or event, each of the motions listed above may be subjected to discussion or debate by the Board.

- Rules of Procedure

- o In no event will the Board adopt or otherwise use Robeli's Rules of Order or any other standard code of parliamentary procedure.

Voting Method

The Board takes action by way of motions. No motion may be acted upon until it has been duly supported or seconded by a Board member.

The vote on all motions will be by "yes" and "no" and will be taken by a show of hands, voice vote, or a roll call vote as directed by the Presiding Officer, provided that the vote of each member is recorded. If a member is participating remotely, all votes will be taken by voice. There will be no "secret" ballots. No motion will be valid unless approved at a meeting of the Board and a proper record is made of the vote.

In accordance with the Open Meetings Act, each Board member's vote must be made in a public session in order to be counted. No votes of any kind will be allowed outside of public sessions or in closed sessions of the Board. Following each vote, the Presiding Officer will announce whether the motion passed or failed. Following a vote, each Board member may explain their vote for the record.

In situations in which a specified number of affirmative votes is required by law or these Bylaws, and abstentions have been noted, the motion shall fail if the specified number of affirmative votes have not been cast. In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority.

Voting and Calling of Roll

- o Voting
 - o No action shall be valid unless voted at an official meeting of the Board of Education and a proper record be made of the vote.
 - o Board members must vote on all issues unless required to abstain by law or Board policies 1900 - Contracts and Board Member Disclosure Obligations and 1950 - Board Member Conflict of Interest, Ethics, and Responsibilities.
 - o In the rare event that a Board member believes they have the right or obligation to abstain from voting, the Board member will consult with the President and legal counsel, if necessary. The Board member may explain the reason for the abstention and the reason must be affirmed by the President.
 - o The Secretary of the Board or Assistant to the Board will call the roll on every action of the Board involving the incurrence of financial liabilities or the expenditure of money.
- o Calling the Roll
 - The Secretary of the Board or the Assistant to the Board will call roll by members' last names only, as follows:
 - o In all cases involving the calling of the roll, the Board President shall be called last.
 - o At the annual organizational meeting, the roll will be called in alphabetical order.
 - o At the first meeting following the annual organizational meeting, the calling of the roll shall begin with the second Board member on the alphabetical listing. Other Board members will vote according to the regular sequence on the alphabetical

listing, except that the Board member who voted first at the last official meeting will vote immediately prior to the Board President at the next official meeting.

- o In further official Board meetings, the calling of the roll will be similarly patterned beginning with each succeeding member in alphabetical order. In cases of official vacancies, appointments, or the election of candidates to the Board of Education, the calling of the roll will be adjusted accordingly.
- o Any Board member may request that their vote be changed so long as the request is made prior to the next order of business.
- o After the first vote is given, no Board member is entitled to speak on the question, nor may any motion be in order until such roll call is completed and the result declared.

e Reconsideration

When a vote (including a vote resulting in a tie) or other action has been taken by the Board, provided no action has been taken in reliance upon such vote or action, such vote or other action may be reconsidered in accordance with the reconsideration process set forth in this policy.

Revised: July 29, 2024

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LEGAL REF: MCL 380.1 la; 380.1201; OAG, 1981-1982, No 6057, p 622 (April 20, 1982); OAG, 1981-1982, No 6091, p 711 (August 18, 1982)

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1370 Public Participation

1370

The Board President or appropriate presiding officer will ask, at the appropriate times as specified on the agenda, those members of the public attending the Board meeting if any of them have something to bring to the attention of the Board. All those wishing to address the Board will be subject to the following procedural regulations:

- The Board President will conduct Board meetings in an orderly manner. Board members and others in attendance will comply with the directions and requests of the presiding officer.
- Speakers are required to complete a card prepared by the Board to assist in the accuracy of meeting minutes. The purpose of public comment is to discuss the business of the Board and the District.
- The public participation portion of the meeting shall be limited to one-half hour normally. An exception will be made so that no one's right to address the Board will be denied.
- Each person will be allowed to speak for up to three minutes, except where the number of speakers exceeds the time limit identified immediately above. In those instances, the Board President may either reduce the three-minute limit to a two-minute limit for each speaker or waive the one-half hour time limit and establish a longer period.
- The Board President may give speakers additional time up to three minutes to account for language translations.

Opportunities to address the Board are through:

- *Public hearings.* Scheduled public hearings may be held on specified topics under consideration by the Board.
- *Comment on scheduled agenda items.* The Board will designate a time for public comment on scheduled agenda items at each meeting of the Board or a standing committee. During this time, community members may speak on any agenda items for up to three minutes total. The presiding officer may rule any speaker out of order for failing to speak on agenda item(s) or exceeding the time limit. Speakers must

complete a card and state which agenda item(s) they wish to address. Cut off for submission of all cards will be at that point in the agenda.

- o *Comment on other matters.* Community members may also speak on matters not on the agenda but related to the business of the District. Such citizens must complete a card prepared by the Board, state the matter they wish to address, and whether they have utilized the District's administrative or complaint process to resolve the matter. The presiding officer may rule out of order any speaker who does not speak about the business of the Board or does not comply with these requirements.
- o Comments from presidents of employee bargaining units shall precede comments from the general public.
 - ii No person may yield or donate their public comment time to any other person.
 - ii Conduct that impedes the normal presentation of business during a school Board or Board Committee meeting or which interrupts the orderly process of the proceeding may constitute a breach of the peace. A breach of the peace constitutes seriously disruptive conduct involving abusive, disorderly, dangerous, aggressive or provocative speech and behaviors tending to threaten or incite violence. Disruptive conduct may also include repeated but not be limited to, whistling or stomping of feet or pounding of hands on furniture, or any other act which disturbs, disrupts, or otherwise impedes the orderly conduct of any Board meeting or the presentation of any speaker. Speakers who speak beyond the authorized three minutes after repeated warnings to stop are out of order and disruptive. Persons engaging in disorderly conduct may be asked to leave the meeting at the discretion of the presiding officer.
 - iii Nothing in these rules is intended to limit or restrain negative, positive, or neutral comment about the manner in which an individual employee, contractor, volunteer, officer, official, or Board member carries out his or her duties in public office or employment.

Approved: June 20, 2009

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LEGAL REF: MCL 15.263(1); 15.268; 380.11a; 380.1808; *Gault v Battle Creek*, 73 F Supp 2d 811 (WD Mich, 1999); *Lysogorski v Bridgeport Charter Twp.*, 662 NW2d 108 (2003)

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1730 Board Legislative Program

1730

Generally

The Board will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.

Legislative Representative

Annually, the Board will designate a person - who may be a Board member - to serve as its legislative representative. This person will be authorized to speak on the Board's behalf with respect to legislation being considered by the state legislature or the United States Congress or their representative committees. In all dealings with individual elected representatives, the legislature, or Congress, the Board's representative will be guided by the official positions taken by the Board.

The legislative representative will serve as the Board's liaison with the state school board association. This representative will attend state school board association meetings and convey local views and concerns to that body and participating in the formulation of state legislative programs. The legislative representative will monitor proposed school legislation and inform the Board of the issues.

Recommended Legislation

All requests for proposed legislation will be directed to the Board's legislative representative. The Board will review the request to determine if it should be included in the District's legislative package.

Approved: June 29, 2009

Revised: January 8, 2018

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1 la

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The Board shall not approve a contract in which a Board member, the family member of a Board member (Family Member), or a member of the Board member's household (Household Member) is a party or has a financial interest unless the following disclosure, voting, and recording requirements are met.

Definitions:

1. **Family Member:** Family Member means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; a person's parent or parent's spouse, and includes these relationships created by adoption or marriage.
2. **Household Member:** Household Member means anyone living in the Board member's household at the time the contract will be voted on by the Board.
3. **Financial Interest:** Financial interest means any contract, bid, or financial transaction with the District in which any of the following apply:
 - a. The Board member, Family Member, or Household Member is a direct party to the contract, bid, or financial transaction;
 - b. The contract, bid, or financial transaction is with any firm, partnership or other unincorporated association, in which the Board member, Family Member, or Household Member, is a partner, member, or employee;
 - c. The contract, bid, or financial transaction is with a professional limited liability company organized pursuant to the Michigan Limited Liability Company Act, if the Board member, Family Member, or Household Member, is a member (not merely an employee) of the company;
 - d. The contract, bid, or financial transaction is with any corporation in which the Board member, Family Member, or Household Member is a stockholder owning more than 1% of the total stock outstanding in any class if the stock is not listed on a stock exchange, or owns stock that has a present market value in excess of \$25,000.00 if the stock is listed on a stock exchange;
 - e. The contract, bid, or financial transaction is with a corporation in which the Board Member, Family Member, or Household Member is a director, officer, or employee;

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- f. The contract, bid, or financial transaction is with a corporation in which a trust, if the board member, Family Member or Household Member, is a beneficiary, owns more than 1% of total stock outstanding in any class if the stock is not listed on a stock exchange, or owns stock with a present market value in excess of \$25,000 if the stock is listed on a stock exchange; or
- g. Any trust of which the Board member, Family Member or Household Member is a beneficiary or trustee.

Disclosure Requirements

A Board member shall promptly disclose any financial interest in the contract, bid, or financial transaction to the Board of Education, which disclosure shall be a matter of record in its official proceedings. This disclosure shall be made in the following ways:

1. If the contract, bid, or financial transaction is for emergency repairs or services, the Board member must promptly disclose any financial interest in the contract or financial transaction by filing a sworn affidavit with the Secretary of the Board. The disclosure shall be made a matter of record in the Board's official meeting minutes as outlined in c. below.
2. If the Board member, Family Member, or Household Member will directly benefit from a contract, bid, or financial transaction in an amount less than \$250.00 and less than 5% of the public cost of the contract or financial transaction, the Board member must disclose the financial interest in the contract or financial transaction by filing a sworn affidavit with the Secretary of the Board. The disclosure shall be made a matter of record in the Board's official meeting minutes as outlined in c. below.
3. If the Board member, Family Member, or Household Member will benefit by \$250.00 or more, or 5% or more of the public cost of the contract, bid, or financial transaction the financial interest must be disclosed in one of two ways:
 - a. By notifying, in writing, the President of the Board of the financial interest at least seven (7) calendar days before the meeting at which a decision regarding the contract will be made. If the President of the Board is the individual with the conflict of interest, disclosure must be made to the

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- Secretary of the Board. The disclosure shall be made public in the same manner as in public meeting notice; or
- b. By disclosing the financial interest in the contract, bid, or financial transaction at a Board meeting. Under this option, the Board may not vote on the relevant contract or financial transaction until a subsequent Board meeting convened not sooner than seven (7) calendar days after the meeting at which the disclosure was made.
4. If the Board member, Family Member, or Household Member's financial interest in the contract, bid, or financial transaction exceeds \$5,000.00, the Board member must disclose the financial interest in the contract, bid, or financial transaction at a Board meeting, and the Board may not vote on the contract or financial transaction until a subsequent Board meeting convened not sooner than seven (7) calendar days after the meeting at which the disclosure was made. Amendments or re-negotiations of a contract, bid, or financial transaction or additional payments under a contract or financial transaction, which were not authorized by the contract, bid, or financial transaction at the time initially approved or awarded are also subject to the disclosure and recording requirements of this policy.
 5. The Board of Education must disclose the following summary information in its official minutes:
 - a. The name of each party involved in the contract, bid, or financial transaction;
 - b. The terms of the contract, bid, or financial transaction, including duration, financial consideration between parties, facilities or services of the school District included in the contract, and the nature and degree of assignment of employee of the District for fulfillment of the contract; and
 - c. The nature of the financial interest.
 6. The Board member making the disclosure shall recuse themselves from any deliberation regarding a contract, bid, or financial transaction in which they have a financial interest.

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1900 Financial Interests and Board Member Disclosure Obligations

1900-4

7. Voting Requirements. The contract or financial transaction must be approved by a vote of not less than 2/3rds of the full membership of the Board in open session without the vote of the Board member making the disclosure. However, that if 2/3rds of a majority of the members of the Board are required to abstain from voting based on this policy, then for purposes of that contract or financial transaction, the Board members who are not required to abstain constitute a quorum of the board and are eligible to vote. This does not apply where the contract or financial transaction is between the District and a trust in which the Board member is a beneficiary or a trustee. In that case, a 2/3 vote of the full Board is required.
8. This policy shall not apply to:
 - a. Contracts between the school District and another public entity.
 - b. Contracts for public utility services where the rates are regulated by the state or federal government.

See also Policy 3610-Purchasing Goods and Services.

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Revised: April 10, 2017

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Adopted: July 29, 2024

LEGAL REF: MCL 15.321, *et seq* and MCL 380.1203

Grand Rapids Public Schools

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The objectives of this bylaw are to maintain an impartial administration of the business of the school District and to maintain public confidence in the Board of Education.

Board members are prohibited from engaging in or being a party to any of the following activities:

- iii Representing their opinion as that of the Board or making commitments on behalf of the District or Board unless they have been specifically designated to do so by official Board action. The Board will make staff and citizens aware that only the Board, not individual members, has the right to take official action for the District. Board members may be contacted for discussion of District business or for complaints. In such situations, Board members may listen but will not make a commitment on behalf of the Board. Individual Board members do not and cannot speak for the Board or the Superintendent.
- Placing themselves in situations where prejudice, bias, favoritism, or personal gain is a motivating force in their conduct.
- Disclosing or releasing confidential information not otherwise available to members of the public in advance of the time prescribed for the release. However, this provision will not prevent a Board member from divulging or releasing confidential information regarding suspected violations of law.
- Benefiting financially from confidential information obtained due to the member's position on the Board.
- o Using personnel resources, property, or funds of the District, except in accordance with prescribed constitutional, statutory, and regulatory procedures, and in accordance with good business procedures and not for personal gain or benefit.
- Soliciting or accepting a gift or loan of money, goods, services, or other things of value which tends to influence the manner in which the Board member performs their official duties.

- o Becoming employed by the District or receiving any compensation for services rendered, except compensation for attending meetings as permitted by Board policy.
- (u) Endorsing any organizations, institutions, instructional books or materials, political candidates, etc. on behalf of the District or the Board without the express approval of the full Board. Board members may individually express their personal views regarding a ballot issue or political candidate. In order to comply with these bylaws, Board members should emphasize that the viewpoint is their personal opinion and does not represent the opinion of the Board unless the Board has adopted a resolution embracing the same viewpoint. The following represents an acceptable endorsement statement from an individual Board member: "My endorsement represents my personal opinion and does not represent the view of the Board of Education because I am not authorized to speak on behalf of the Board, which can only speak as a whole body through its minutes and resolutions."

Board Members must:

- ® Attend all scheduled Board meetings insofar as possible and become informed concerning the issues to be discussed at Board meetings;
- ® Take no action that will compromise the Board or District staff and respect the confidentiality of information that is privileged under applicable law;
- 111 Make policy only after full discussion of the issues at publicly held Board meetings;
- ® Encourage the free expression of opinion by all Board members and seek systematic communications between the Board, scholars, staff, and the community;
- ® Work with other Board members to establish effective policy and to delegate authority for the administration of the schools to the Superintendent;
- ® Communicate to other Board members and the Superintendent public reaction to Board policy and District programs;
- e Become informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the state and national school board associations; and

- Support the employment of those people best qualified to serve as District staff and insist on a regular, impartial evaluation of all staff.

Board Member Responsibilities

If a specific complaint needs attention, the Board member will explain to the complainant the District's chain of command for handling complaints or refer the complaint to the Superintendent. The Board member will also inform the complainant about the process for bringing items to the Board through the Board's agenda or through the public participation portion of the Board meeting.

Board Members' Code of Conduct

The Board of Education commits itself and its members to ethical and professional conduct. This includes proper use of authority and appropriate decorum when acting as Board members. As such, we pledge to uphold the following Code of Conduct:

- All Board activity will relate to the fulfillment of its mission, bound by the rules and procedures agreed to by the Board.
- All meetings of the Board are important. Each member is expected to:
 - o Inform the Board Secretary or President in advance if they anticipate missing a meeting;
 - o Read all advance materials relevant to the meeting and be prepared to discuss the topics on the agenda;
 - o Act on legislative matters only after seeking and receiving pertinent information and the Superintendent's recommendations and after full discussion by the Board; and
 - o Submit items to be placed on the agenda in ample time so that the Superintendent may assemble information bearing on the subject.
- All Board members have a legal and ethical responsibility to adhere to standards of confidentiality. Each member is bound by rules of confidentiality, basic principles of reasonable adult behavior, and the Board governance philosophies in their conduct at Board meetings or in any other official function.

- o The Board speaks with one voice or not at all. Members' individual interactions with the Superintendent, staff, public, media, or others have no authority except when explicitly authorized by the Board.
- o As trustees, members of the Board appreciate and consider the special interests of the District but will act in the broadest terms to represent the needs of scholars and the District as a whole.
- o Recognize that actions of the Board remain in effect until modified.
- o The Board has and will adopt clear expectations for group and individual behavior, including but not limited to Policy/Bylaw 1001, 1032, 1040, 1150, 1160, 1320, 1900, and 1950. There will be consequences for violations.

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Revised: July 29, 2024

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LEGAL REF: OAG, 1985-1986, No 6368, p 296 (June 5, 1986); OAG, 1989-1990, No 6642, p 274 (January 2, 1990); OAG, 1991-1992, No 6728, p 172 (August 26, 1992)