

Overton Independent School District

School Board Members' Operating Procedures



February 2017

I. Developing Board Meeting Agenda

- A. The board meeting agenda is developed by the superintendent and the board president the week before the meeting. Board members may request to the board president or superintendent any item they wish to have considered for placement on the agenda. In accordance with OISD policy, the deadline for submitting items for inclusion on the agenda is the fifth calendar day before regular meetings and the third calendar day before special meetings. **BE (LOCAL)**
- B. Board members shall be notified of a meeting at least 72 hours prior to a regular or special meeting and a minimum of 2 hours prior to an emergency meeting as outlined in **BE (LEGAL)** and **BE (LOCAL)**
- C. Items for executive session shall meet the requirements as outlined in policy BEC (LEGAL) to include attorney consultation, discussions of real property, a prospective gift, personnel matters, employee to employee complaints, student discipline, personally identifiable student information, medical or psychiatric records, security, assessment instruments, emergency management and economic development negotiations.
- D. Items on the consent agenda may be grouped together under one action item by the board president. Any board member can request that an item be withdrawn for individual consideration. **BE (LOCAL)**

II. Conducting Board Meetings

- A. The board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in board procedural rules or by law. Procedural rules may be suspended at any board meeting by majority vote of the members present.
- B. The board will take action or table all items that are actionable and placed on the agenda in accordance with board policy and procedures.
- C. The board president may vote on all action items.
- D. In the case of a tie vote, the motion fails.

- E. Audience participation at a board meeting is limited to the comment portion of the meeting designated for that purpose. At all other times during a board meeting, the audience shall not enter into discussion or debate on matters being considered by the board, unless requested by the presiding officer. **BED (LOCAL)**
- F. At regular meeting the board shall allot 20 minutes to hear persons who desire to make comments to the board. Persons who wish to participate in this portion of the meetings shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak. No presentation shall exceed three minutes. Delegations of more than five persons shall appoint one person to present their views before the board. **BED (LOCAL)**
- G. The board shall not tolerate disruption of the meetings by members of the audience. If, after at least one warning from the presiding officer, any person continuing to disrupt the meeting by words or actions may be removed from the meeting. **BED (LOCAL)**
- H. Specific factual information or recitation of existing policy may be furnished in response to inquiries during the public forum, but the board shall not deliberate or decide regarding any subject that is not included on the agenda posted with the notice of the meeting. **BED (LOCAL)**
- I. The board president or presiding officer may direct the superintendent to investigate the matter and report back to the board.
- J. The board may not hear comments on individual personnel or students in open forum.

III. General Information

- A. No board member has any authority outside of a legally called meeting with a quorum present.
- B. No board member can direct employees in regard to the performance of their duties.
- C. Board members may request any legally available information concerning the district, students, or personnel.
- D. Before visiting a campus for a purpose other than attending a scheduled activity, board members should notify the building principal of their visit or make a reasonable effort to do so. Board members may not go into

- teachers' classrooms or individual buildings for the purpose of evaluation.
- E. Board members will evaluate the superintendent during closed session each year in January.
 - F. Closed session is restricted to items listed on the closed session agenda and as limited by law. The information presented in closed session is confidential.
 - G. All voting will be done in open session.
 - H. Anonymous phone calls or letters will not receive board attention, discussion, or response and will not result in directives to the administration.
 - I. Unless otherwise approved by the board, individual members cannot speak in an official capacity or otherwise represent the views of the board. All inquiries from the media should be directed to the board president and the board member should then contact the board president and superintendent concerning the inquiry.
 - J. Requests for information to the superintendent from a board member will be communicated to all board members.

IV. Procedures for Patron Request or Complaint to an Individual Board Member

- A. The board member should hear the citizen's request or complaint for full understanding of persons involved, the date, and the place.
Then:
 - Describe the chain of command to the patron
 - Refer the patron to the appropriate person or to the superintendent
 - Remind the citizen of appropriate policy and that the board member must remain impartial in case the situation is later considered by the board.
 - Inform the patron that the superintendent, administrator, employee or designee will respond in a timely fashion.

V. Procedures for Employee Request or Complaint to an Individual Board Member

A. The board member should hear the employee's request or complaint for full understanding of persons involved, date, and place.

Then:

- Describe the chain of command to the employee.
- Refer the employee to the appropriate person or to the superintendent
- Remind the employee of appropriate policy and that the board member must remain impartial in case the situation is later considered by the board
- Inform the employee that the superintendent, administrator, or designee, will respond in a timely fashion unless the employee requests no contact from the superintendent

VI. Procedure-Policy Conflict (BP LOCAL)

In the case of a conflict between this operating procedures manual and board policy, policy shall prevail.

