

Cooper Independent School District



Board Operating Procedures



Approved March 7, 2005
Modified April 18, 2005

COOPER ISD BOARD OPERATING PROCEDURES
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I. DEVELOPING BOARD MEETING AGENDA

- A. Who can place items on the agenda:
 - 1. Board members will submit their proposed action items and policy changes to the Superintendent or Board President. The Superintendent will provide board member with information on the item, administration position, and recommendations. Unless specifically pulled by the board member, the item will appear on the next regular board meetings agenda after the item was presented to the Superintendent or Board president.
 - 2. A Board member shall not ask the Superintendent during a meeting to put an item on the next agenda, when this is not an agenda item.
 - 3. In accordance with *Texas Open Meetings Act*, no member can place an item on the agenda less than 72-hours in advance of a meeting, except in an emergency as per the Texas Government Code.
 - i. The 72 hour in advance rule shall only be bypassed in emergencies.
 - ii. Except in those emergencies, items must be submitted seven (7) days before the board meeting.
- B. Items that cannot be on the agenda other than for Closed Session:
 - 1. All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meetings Act.
 - 2. Anything that violates right to privacy, as defined by *Texas Open Meetings Act* cannot be placed on the agenda.
- C. Major (new and expensive projects) agenda items, at the discretion of the Board President, may appear on successive agendas in the following sequence:
 - 1. As a Discussion item
 - 2. As an Action item
- D. Personnel agenda items:
 - 1. All agendas that intend recommendations to hire personnel will be accompanied by a signed CISD Prospective Employment Form in the Board packets.

II. MEMBER CONDUCT DURING BOARD MEETINGS

- A. Persons addressing the Board:
 - 1. The Board President shall recognize persons who sign up to address the Board. At this point, the president shall announce time limits and guidelines.
 - 2. The Board President or designee shall limit any response to expressed concerns to clarifying or factual information.
- B. Board response to persons addressing the Board:
 - 1. The Board President, when necessary, may direct the Superintendent to investigate item(s) and report back to the Board through transmittal or at a designated meeting.
 - 2. The Board President shall recognize Board members prior to any member asking clarifying questions of the audience or making statements to the Board.

- C. Discussion of individual employees or students by the Board or audience.
 - 1. Board will not entertain negative comments on individual employees in public session.
 - 2. Board will not entertain negative comments on individual students in public session.

- D. Public hearings
 - 1. During public hearings, the Board is assembled only to gather information.
 - 2. Rules for public hearing will be strictly adhered to:
 - a) Board will limit response to five minutes per testifier.
 - b) Board will accept signed-written or oral testimony.
 - c) Board will not allow duplicate testimony.
 - d) Board will not allow any derogatory comments.

- E. Board shall observe the parliamentary procedures in Robert's Rules of Order (newly revised)
 - 1. All discussion shall be directed solely to the business currently under deliberation.
 - 2. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the board.
 - 3. The Board President has the right to recognize a Board member prior to giving their comments.

- F. The Board President will remind Board members when questions could/should have been submitted prior to the Board meeting

III. VOTING

- A. All members, including the Board President will vote on all action items.

- B. A member will not abstain from voting without publicly stating that the Trustee wishes to abstain at that time.

- C. Any other refusal to vote, counts as an affirmative vote for the motion.

IV. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORT

- A. Board Members may request information as outlined in Board Policy. Members should request in writing information from the Superintendent or other appropriate custodian of records (with copy of such request made to the Superintendent)

- B. Requested Information About Meeting Agenda Items:
 - 1. Members are encouraged to ask for information related to meeting agenda items prior to the scheduled meeting.
 - 2. Any questions about agenda items or requests for additional information about them will be directed to the Superintendent or other appropriate custodian of records (with copy of such request made to the Superintendent).
 - 3. Request for information or questions about any agenda item should be made if possible by noon the day of the scheduled meeting.
 - 4. If a written report is provided in response to the request, all board members will receive a copy of both the request and report prior to the opening of the meeting.
 - 5. Board members may discuss the provided information or ask additional questions about the agenda item in the meeting.

- C. Requested Information Not Related to Agenda Items:
1. Members should request information not related to a meeting agenda item in writing directly from the Superintendent or other appropriate custodian of records (with copy of such request made to the Superintendent).
 2. The Superintendent or other appropriate custodian of records will determine if the information requested is available from existing sources or records or if it requires a special, one-time-only report.
 3. If requested information can be provided from readily available data with little to no diversion of staff time, it will be provided as soon as reasonable.
 4. In the event the request requires special report that will divert significant (more than one hour) staff time from established priorities, the custodian of record will notify the requestor and the Superintendent of this fact.
 5. The Superintendent will direct that the report be developed if he/she deems the requested information is important to the Board's future decision-making.
 6. If the Superintendent has a question regarding the importance of the requested information to future decision-making he/she will so notify the president of the Board and the requesting Board member.
 7. The Board president will place the request for information on the next meeting agenda to determine if a majority of the board agrees the requested information is important to its future decision-making.
 8. If the Board agrees that the information is important to its future decision-making, the Superintendent will direct that the report be developed and provided to all members of the Board.

V. CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

- A. The Board Member should hear the citizen's problem for general understanding of persons involved, date, and place.
1. If necessary, repeat the problem back to the citizen
 2. If necessary, suggest chain of command to citizen
 3. Board Members, should refrain from providing or expressing his or her opinion or made judgment about the complaint to the citizen.
 4. If necessary, remind the citizen of due process and that the Board Member must remain impartial in case situation goes before the Board.
- B. Board Member shall inform the board President and/or Superintendent, when appropriate.
- C. Individual Board Members are not authorized to make a commitment of behalf of the Board or Administration.

VI. EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

- A. The Board member should hear the employee's problem for general understanding of persons involved, date, and place.
1. If necessary, repeat problem back to the employee
 2. If necessary, suggest chain of command to employee
 3. Board members should refrain from providing or expressing his/her opinion or make judgment about the complaint to the employee
 4. If necessary, remind the employee of due process and that the Board member must remain impartial in case situation goes before the Board.
- B. Board member shall inform the Board President and/or Superintendent, when appropriate
- C. Individual Board members are not authorized to make a commitment on behalf of the Board or Administration.

VII. BOARD MEMBER VISIT TO SCHOOL CAMPUS

- A. All Board members are encouraged to attend school events as their time permits.
- B. Board members are not to go unannounced into teacher's classrooms or individual buildings for any reason.
- C. Board members must notify the building administrator of their visit.

VIII. COMMUNICATIONS

- A. Superintendent will communicate with all Board members via telephone, fax, voice mail, electronic mail, or board report at least weekly.
- B. Superintendent will communicate with Board President on a routine basis to discuss issues of the district.
- C. Superintendent will communicate information in a timely fashion to all Board members.
- D. Requests to Superintendent from Board President will be distributed to all Board members in weekly electronic mail messages or sooner, if needed.
- E. Board will keep Superintendent informed via voicemail, telephone, e-mail or fax.
- F. The Board can communicate with the community through public forums, regular Board meetings, committee meetings and regular publications.
- G. Individual Board Members are not authorized to speak in an official capacity outside the Board meetings.

IX. EVALUATION OF THE SUPERINTENDENT

- A. Board President obtains input from all other Members on board approved indicators.
- B. Evaluation will be conducted in closed session by consensus.
- C. Superintendent will receive feedback regarding his/her job performance from the Board twice a year. The Superintendent's formal evaluation will be conducted every January.

X. EVALUATION OF THE BOARD

- A. Evaluation of the Board is an assessment of completion of goals established by the Board and working relationship with the Superintendent.

XI. PROCESS FOR SELECTING BOARD OFFICERS

- A. At the first meeting after each election and qualification of Trustees, the members of the Board shall organize by selecting Board Officers. [BDAA(LLEGAL)]
- B. Officer elections will be held in accordance with Robert's Rules of Order.

XII. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS

- A. No Board member or officer has authority outside the Board meeting.

- B. No Board member can direct employees in regard to performance of their duties.
- C. The Board President shall:
 - 1. Preside at all Board meetings
 - 2. Appoint committees
 - 3. Call special meetings
 - a. The President of the Board shall call a special meeting at the President's discretion or on request by two or more members of the Board
 - 4. Sign all legal documents required by law or Board policy.
- D. The Vice-president shall:
 - 1. Act in capacity of President in absence of President.
 - 2. Sign or countersign warrants or other documents as necessary
- E. The Secretary shall:
 - 1. Keep, or cause to be kept, an accurate record of the proceedings of Board meetings
 - 2. Send, or cause to be sent, all notices of Board meetings
 - 3. Act in role of President in absence of the President and Vice-president.
 - 4. Sign or countersign warrants and other documents as necessary.

XIII. ROLE OF BOARD IN CLOSED SESSION

- A. Discuss only the items listed on the closed session agenda as limited by law.
- B. Board must vote only in public session.
- C. Information discussed in closed session must remain confidential.

XIV. MEDIA INQUIRIES TO THE BOARD

- A. The Board President shall be official spokesperson for the Board to the media/press on issues of media attention.
- B. All Board members who receive calls from the media/press should direct them to the Board's spokesperson and notify the Superintendent.
- C. Board members retain the right to speak to the media as individuals.
- D. If speaking to a media representative, a board member should clarify when speaking as an individual rather than as directed by the Board of Trustees. When speaking as an individual, the member will remind the media representative(s) of the position or action of the Board of Trustees as a body.

XV. ANONYMOUS PHONE CALLS/LETTERS

- A. The Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion, or response and will not result in directives to the administration. Confidentiality is strictly maintained when possible

XVI. REVIEWING BOARD OPERATING PROCEDURE

- A. Standard Board Operating Procedures will be reviewed and updated in June of each year and will be part of Board Training.