

Luling ISD Board Operating Procedures



Board Member Handbook

Luling Independent School District

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Luling ISD Board Operating Procedures

The proceeding procedures are intended to outline how this board wishes to conduct business as a body. A violation of any provision of this procedure does not affect the validity or legality of any board action otherwise properly adopted. This procedure may be revised by the board at any meeting at which the item has been properly posted in advance. In all cases, if a difference exists between the “Board Operating Procedures” and Board Policy, Board Policy will always take precedence.

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How to Prepare the Board Meeting Agenda

- 1) In consultation with the Superintendent, the Board President shall prepare the agenda for all Board meetings. Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. *Board Policy BEC (Legal)*
- 2) In reviewing the preliminary agenda before posting, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time for the next Regular Meeting. *Board Policy BEC (Legal)*
- 3) Any Trustee may request that a subject be included on the agenda for a meeting, and the Board President shall include on the preliminary agenda of the meeting topics that have been timely submitted by a Board member. Items submitted for inclusion after the deadline or those requiring significant preparation times may, at the discretion of the board president, be deferred to a later meeting to allow staff sufficient time to prepare supporting information. *Board Policy BEC (Legal)*
- 4) The deadline for submitting items for inclusion on the agenda is noon of the Seventh calendar day before regular meetings and noon on the fifth calendar day before special meetings. Exceptions are allowed if delay in acting or discussing an item could seriously impact the operations of the district. *Board Policy BEC (Legal)*
- 5) Some items may be heard in Executive Session- Consult with Board's legal counsel for current specifics. *Board Policy BEC (Legal)*
 - a) Typically, personnel matters will be heard in Executive Session unless specifically required by a Texas Open Meeting Act.
 - b) Typically, matters related to students will be heard in Executive Session unless the adult student or parent/guardian request the matter to be heard in Open Session, and no other student's information is involved.
- 6) Placement of items on the consent agenda will be at the discretion of the board president and superintendent. The presiding officer can move to adopt the consent agenda. All such items on the consent agenda shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote. *Board Policy BE (Local)*
- 7) The president will allow discussion on any item requested for removal from the agenda by a Board member.
 - a) The consent agenda may include items such as the following:
 - Routine and/ or reoccurring items
 - Financial information
 - Routine personnel items
 - Routine bid recommendations
 - Grant applications
 - Budget amendments
 - Gifts & bequests, donations
 - Routine waivers
 - 8) Compliance with all state law regarding the board agenda including but not limited to, the development of, the posting of, the following of, and changes to will be strictly observed and practiced.



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How to Participate as a Trustee in “Public Comment”

- 1) The board will follow the provisions adopted in policy BED (LOCAL) in conducting a public comments portion of a board meetings. “At regular meetings the Board shall allot 30 minutes to hear persons who desire to make comment to the Board. Persons who wish to participate in this portion of the meeting 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 five minutes. Delegations of more than five persons shall appoint one person to present their views before the Board. The Board will not allow duplicate testimony.”
- 2) A copy of policy BED (LOCAL) is available to members of the public on the district website. A copy of that policy may be provided if a request is received, reasonably in advance.
- 3) Board members will listen to comments of speakers but will avoid asking questions of them or responding to them.
- 4) The board designates the president as its spokesperson if a response to the speaker is required. The president will limit responses to those allowed by law:
 - a) Statements of fact.
 - b) References to board policy.
 - c) Placing the item on a future board agenda for discussion.
- 5) Following a speaker’s comments, a board member may ask the president to place the subject on a future board meeting agenda.
- 6) If a subject raised by a speaker is listed on the agenda posted in advance for the meeting, board members may discuss the subject at the time designated for that topic on the agenda.
- 7) Public comments may be on items listed on the agenda or other areas of school district operation, but shall not include complaints/comments about employees or officials of the District. If a speaker brings a complaint about an individual district staff person or board member, the president will remind the speaker of the formal grievance process available to them as outlined in policy.
- 8) The Board will not allow any derogatory comments directed at staff Members.
- 9) The Board will not entertain discussion on individual employee/ personnel performance in public comment.
- 10) The Board will not entertain comments on individual students in public comment.
- 11) The Board will not make comments or ask questions regarding individual personnel or individual students in public session. Any concerns will be addressed to the Superintendent in executive session.
- 12) The board will respect the First Amendment rights of the public to address the board during the time it has set aside for public comments and will not decline to hear any speaker who has followed the appropriate procedures for speaking without seeking legal advice. During hearings and/or open forums, the Board is assembled to gather input only.
- 13) Rules for the public comment portion of the meeting will be strictly adhered to. The Board President and/ or the Board’s legal counsel attorney are the sole judge.

Related Policies: BED (LEGAL and LOCAL)



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How to Prepare for Board Meetings

- 1) The Superintendent will ensure that supporting information required for informed decision-making is prepared in advance when possible and included in the board meeting agenda packet.
- 2) The preference of the Board is that the Superintendent ensures the dissemination of information to board members in the agenda packet through Board Book or other means, at least five days prior to the scheduled meeting. Board members should prepare to address agenda items by doing the following:
 - a) Reading agenda packet materials before each board meeting.
 - b) Contacting the Superintendent with questions about agenda items or background information at least one business day before the scheduled board meeting.
- 3) Receiving answers to questions in advance does not preclude board members from asking relevant questions about agenda items during board meetings.
- 4) Board members shall be notified at least 72 hours prior to a regular or special meeting and at least 2 hours prior to an emergency meeting.
- 5) Board members shall be advised through administrative reports (Board Update) as the agenda summary and complex agenda items are being developed.
- 6) In preparing for a meeting, board members understand that the board will be guided by parliamentary procedures as detailed in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. It is the role of the board president to halt inappropriate discussion.

Related Policies: BE (LEGAL)



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How to conduct business during a board meeting

PROCEDURES IN SMALL BOARDS- EXCERPT FROM ROBERT'S RULES OF ORDER

"In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business." The rules governing our meetings maybe different from the rules of other assemblies, in the following respects:

- 1) Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
- 2) There is no limit to the number of times a member can speak to a question. Members will respect the right for all members to have an opportunity to be heard and to finish comments and allow all members an opportunity to speak. This should be monitored by all members, not just the presiding officer. An example of recommended language that may be used that reiterates this rule during the meeting is: *"Let's be sure to hear from everyone once before we have a second round."*
- 3) Informal discussion of a subject is permitted while a motion is pending.
- 4) Before a proposal takes up a group's time, there should be at least two people who want to talk about it.
- 5) The President (*chairman*) need not rise while putting question to vote.
- 6) The President (*chairman*) can speak in discussion without rising or leaving the chair; and they can make motions and vote on all questions.
- 7) Unless agreed to by unanimous consent, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.

To Limit Debate

When members of the assembly call out informally, "Question! Question!", it means only that they as individuals are ready to vote on the pending question or motion. This informal "call for the question" by members must be clearly differentiated from the formal motion "to close debate and vote immediately on the pending question", (*or what is exactly the same*) the formal "I move the previous question".

To Close Debate

"I move the previous Question" is the old, brief way of moving to close debate. The current formal way of closing debate is "I move that we close debate and vote immediately on the pending question". **Requires a second.** Is not debatable nor can it have a subsidiary motion to amend. **Requires a two-thirds vote to pass.**

NOTE: Copies of Roberts Rules of Order are available at most book stores. It is recommended the President have a copy of "Parliamentary Procedure at a glance".



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How to Request 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 with the Board President being copied and will follow Policy BBE (Legal) and (Local).
- 3) Request for information about any Agenda item should be made at least four business days prior to the scheduled meeting, when possible. Requests for information will be made ONLY to the Superintendent (with the Board President copied) and NOT to any individual staff members. All responses will be copied to all Board Members.
- 4) No individual Board member shall direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing district records. Directives to the Superintendent regarding the preparation of reports shall be Board action only. BBE (Local).
- 5) Board members may discuss the information provided or ask additional questions about the agenda item in the meeting.
- 6) At the time a Board member is provided access to confidential records or reports compiled from such records, the Superintendent shall advise the Board member of the responsibility to comply with confidentiality requirements. The Superintendent shall ensure that records and reports be sufficiently labeled in such a way as to clearly indicate that they are "Confidential".

Related Policies:

BBE (Local)



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How to Communicate With Team Members between Meetings

- 1) The superintendent and/or his designee, will communicate with each board member by board information packets and or other electronic means (*texts/ emails/ etc*) that may include information such as the following:
 - a) District events
 - b) Progress reports on board goals and directives
 - c) Follow-up reports in answer to board member questions
 - d) Updates on administrative matters or district operations
- 2) The superintendent will meet with the board president as needed, or communicate by any electronic means (*to include telephone, cellular, text, fax, and/or e-mail*) to inform them of district issues that may need to come before the board for information or action.
- 3) The board president may direct the superintendent to distribute copies of documents to each member of the board for information. The board information packet will be delivered in electronic format unless circumstances dictate a more immediate or alternative delivery.
- 4) The superintendent will communicate requested information to all board members in as timely a manner as possible without interfering with the regular conduct of district business.
- 5) Board members may communicate with other individual members for purposes of asking questions, clarifying information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.
- 6) Board members may not communicate with other individual members for purposes of soliciting votes in support of or opposition to items of business that may come before the board.
- 7) Board members who wish to share information relevant to district business or issues scheduled to come before the board will relay the information to the board president for placement on a future agenda or to the superintendent for distribution to all members in the board information packets.
- 8) Unless otherwise approved by the board, individual board members cannot speak in an official capacity or otherwise represent the views of the board.

Related Policies: BE (LEGAL), BBE (Local) and BJA (LOCAL)



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How to Request Information Not Related to Agenda Items

- 1) When acting in the member's official capacity, a board member has an inherent right to access of information, documents, and records maintained by the District. "Official capacity" means all duties of office and includes administrative decisions or actions.
- 2) Members should request information not related to a meeting agenda item directly from the superintendent or other designated custodian of records.
- 3) The superintendent will determine if the information requested is available from existing sources or records or if it requires a special, one-time-only report.
- 4) If the requested information can be provided from readily available data with no diversion of staff time, it will be provided as soon as is reasonable.
- 5) In the event the request requires a special report that will divert staff time from established priorities, the superintendent will notify the requester and the board president.
- 6) The administration shall provide to the Board member the information requested not later than the 20th business day after the date the district receives the request. The district may take a reasonable additional period of time, not to exceed the 30th business day after the date of the district receives the request, to respond to a request if compliance by the 20th business day would be unduly burdensome given the amount, age, or location of the requested information.

Related Policies: BBE (Legal) and (LOCAL)



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How to Communicate With the Media

- 1) The Board President will serve as the board spokesperson to the media on issues of media attention
- 2) All Board Members who receive calls from the media should direct them to the Board President and notify the Board President of the call.
- 3) When possible, media inquiries to the Board President should be directed to the Superintendent or district spokesperson.
- 4) The Superintendent or, in his or her absence, a specified designee shall be the official district spokesperson to the media on district issues.
- 5) A board member receiving a call from the media requesting information, comments, or an interview will inform the media representative that the superintendent is the board's designated contact for official information about district business and that the board president is the board's designated contact for official positions on the board's actions or decisions as a body.
- 6) Board members who do speak with media representatives will clarify at the beginning of the interview that they are speaking as individuals rather than as authorized representatives of the board of trustees.
- 7) When speaking as an individual, the board member may remind media representatives of the official position or action already taken on the issue by the board of trustees and refer them to the board's designated spokesperson for further information about those actions.
- 8) When speaking to media representatives, board members will generally avoid stating opinions or speculating about possible board action on issues that are scheduled for discussion at a future board meeting and explain that decisions will be made after deliberation with members of the board at a meeting.

Related Policies: BBF (LOCAL), BJA (LOCAL),



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How to Respond to Community or Employee Complaints

- 1) If employees, parents, students or other members of the public bring concerns or complaints to an individual board member, s/he will refer them to the Superintendent or another appropriate administrator, who will proceed according to the applicable complaint policy.
- 2) When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.
- 3) Board members may listen briefly and respectfully to constituents complaints. Determine if the complainant wishes to express dissatisfaction or desires some action be taken to resolve an issue.
- 4) Remind the constituent of the District's procedures for addressing complaints and that the Board Member must remain impartial in case the situation goes before the Board.
- 5) Complainants who desire some action be taken should be directed or referred to the appropriate policy outlining grievance procedures and informed that the steps listed in policy are necessary to protect everyone's rights while following an orderly process.
- 6) Board members will inform the superintendent of substantive or significant complaints from staff and community within 24 hours but will not direct the superintendent to take specific actions.
- 7) If appropriate, the Superintendent will respond to constituent in a timely fashion and notify the Board of action taken.

Related Policies: BBE (Local), DGBA (LEGAL and LOCAL) Employee Complaints/Grievances; FNG (LEGAL and LOCAL) Student and Parent Complaints/Grievances; GF (LOCAL) Public Complaints



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How to Communicate With the Community

- 1) Board members are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, board members are expected to:
 - a) Relay information about district goals.
 - b) Clarify a trustee's limitations, obligations, and responsibilities as a member of the board.
 - c) Support board decisions.
 - d) Interact in a positive manner.
 - e) Listen politely and respectfully to comments.
 - f) Make no commitment on behalf of the board or district.
 - g) Avoid criticizing district personnel.
- 2) Refer questions about specific district activities to the appropriate staff person who can best answer the questions.
- 3) The Board of Trustees encourages community input; however, it will not respond to or act on anonymous calls or letters. Those will not receive Board attention, discussion, or response and will not result in directives to the administration.
- 4) Signed letters addressed to the board or a board member will be forwarded to the president and the superintendent for inclusion in the board information packet. If a signed letter requires a response, (as determined by the board president) the Board President will respond and send a copy to the Superintendent for dissemination to the full Board and the originator of the letter.
- 5) The board will communicate to the community collectively through district communication vehicles authorized by the board in policy or the district communication plan.



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How to Conduct Specific Business of the Board

- 1) Board members as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. *Board Policy BBE (Local)*
- 2) No Board Member can direct employees in regard to performance of duties.
- 3) At the first meeting after each election and qualification of Board members, the members of the Board shall organize by selecting a president, vice president, and secretary. *Board Policy BDAA (Local)*.
- 4) It is recommended that to hold an officer position, members have at least one year of board experience and have the minimum number of continuing education credits as specified by State law.
- 5) The role of the President:
 - a) Set the Agenda
 - b) Shall preside at all board meetings
 - c) Appoint committees
 - d) Shall call special meetings
 - e) Sign all legal documents
 - f) Work with the superintendent in developing the board calendar
- 6) The role of the Vice President:
 - a) Shall act in capacity of President in absence of the President
- 7) The role of the Secretary
 - a) Ensure that an accurate record is kept of the proceedings of each Board meeting.
 - b) Ensure that notices of Board meetings are posted and sent as required by law.
 - c) Acting in absence of President and Vice President, the secretary shall serve as President Pro-Temp.
 - d) Sign or countersign documents as directed by action of the Board.
- 8) The board will conduct a summative evaluation of the Superintendent between December and January in accordance with Board Policy BCJD (Local). The president will obtain input from all members on the approved indicators and the evaluation is conducted by consensus in executive session. If concerns about the professional performance of the superintendent arise at times after the evaluation, the board president and at least one other board member will make the superintendent aware of the concerns.



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- 9) Routinely, the board will assess the status of itself. The assessment will be in a workshop or executive session on a schedule determined by the board.
 - a) Are we following a Code of Conduct?
 - b) Are we following operating procedures?
 - c) Were priorities effective?
 - d) Is it time to review and update the Board Operating Procedures?

Related Policies: BE, BBE

How does a Board Committee work

- 1) The Board President shall appoint Members to special committees created by the Board to fulfill specific assignments, unless otherwise provided by Board action. The function of these committees shall be fact-finding, deliberative, and advisory, but not administrative. Committees will report their findings to the Board and then be dissolved upon completion of the assigned task or vote of the Board. *Board Policy BDB (Local)*.
- 2) Committees may include Audit, Facilities, Transportation, Safety, and any other such committee as the Board finds necessary.
- 3) The President of the Board and the Superintendent shall be ex officio Members of all Board committees, unless otherwise provided by Board action. Any Member may be appointed to any committee by the appointment of Board President. **(Be mindful of TOMA violations if quorums of members are on a committee)* It is recommended that members request to be appointed to any committee they are interested in serving on. It is also permissible for any member to refuse or decline appointment to any committee, for any reason.
- 4) Committees may transact business only within the specific authority granted by the Board. To be binding, all such business must be reported to the Board at the next regularly scheduled Board meeting.

Related Policies: DBD (Local)



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What is the Role of the Board in Executive Session (Closed Session)

- 1) The Board can only discuss those items listed on the executive session agenda and as limited by law.
- 2) The Board must only vote in public session.
- 3) Members who disclose confidential information discussed during closed session violate the Board Member Code of Ethics. Depending upon the nature of the information and the method by which it is released, a Board Member could be held liable for both civil and criminal sanctions.
- 4) Board Members will sign "Executive Session Contract for Board Members" immediately after being sworn in for their term of office. **(see attached form)*

Related Policies: BEC (Legal); BBF (Local)



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How to Visit Campuses as a Board Member

- 1) Board members are encouraged to attend as many school events as their time permits.
- 2) Board members may visit any campus after checking with the principal about the best time to visit and notifying the Superintendent.
- 3) Board members are required to sign in at the Central office and also with the principal's office. Board members will follow campus guidelines for visitors.
- 4) Board members may not give any direction to any staff or students.
- 5) Board members will not request or accept extraordinary consideration or favors from any district employee.
- 6) While Members of the Board of Trustees have no authority as individuals, it is sometimes difficult for staff members to see them as ordinary parents. Therefore, Board Members should adhere to the following when visiting with teachers of their own children.
 - a) Board Members should make it clear that they are acting as a parent, rather than as board members.
 - b) Board Members should not request nor accept extraordinary consideration for their children.
 - c) Board Members will follow the same chain of command as non-Board Members.

Related Policies: GKA (LEGAL), BBF (LOCAL) and BBFA (LEGAL)



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Expressing concern about a Board Member's Performance/ Conduct

- 1) Individual Board Members are encouraged to express their concerns about another member's performance, directly with the offending member.
- 2) If addressing the issue directly with the member does not resolve the concern, discussion with the Board President is appropriate.
- 3) The Board President shall discuss the concern with the Board Member in question on behalf of the reporting Board Member or shall moderate a discussion between the members. If a quorum of the Board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act. The President shall remind the Board Member whose behavior is in question about the adopted Code of Ethics and discuss how the questionable behavior complies with the Code. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the Board Member to policies or procedures that outline approved ways to deal with the issue that prompted the questionable behavior. If the Board Member in question does not believe his or her behavior is in conflict with the Board's Code of Ethics, an Agenda Item specifying "Evaluation of Individual Board Member Performance" may be listed on the Agenda for a future Board Meeting. The matter will be discussed by the full Board in Closed Session in an attempt to clearly identify behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness.
- 4) If the concern involves the Board President, a Board Member may discuss his or her concerns with the Board Vice President.

Generally speaking, when concerned about a Board Member's behavior, Board Members agree the best practice is to:

- Not take concerns about fellow Board Members to the Superintendent
 - Not speak about concerns regarding individual members with individuals outside of the Board
 - Not speak negatively about another Board Member, Superintendent, or staff in the community
- 5) In the event an issue cannot be constructively resolved, the Board may consider engaging a Facilitator. TASB can assist in identifying a Facilitator.



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How does a Board Member get censured

- 1) In the event a Board Member does not change the inappropriate behavior, the Board may choose to censure or sanction the Board Member
- 2) The Board may discuss censure privately in a closed session, or in an open meeting in accordance with the Texas Open Meetings Act. Any action taken by the Board must be taken in open session. The Board cannot vote to censure a trustee and take action in closed session.
- 3) The censure will consist of a factual statement of:
 - a. The inappropriate behavior of the named Board Member
 - b. The desired behavior
 - c. A statement of agreement by a majority of the Board Members that the behavior is inappropriate.
- 4) The Board may choose to withdraw financial resources from the offending Board Member. Examples might be disallowance of attendance at conventions, seminars, or travel to other districts
- 5) Under extreme conditions, the Board may agree to ask the offending Board Member to resign.



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Outgoing Board Member interview/ participation in year end events

- 1) Board Members who are leaving the Board are encouraged to participate in an exit interview to share their knowledge and perceptions.
- 2) The Board President should conduct the exit interview after the outgoing Board Member's last Board Meeting. The outgoing Board Member may choose to answer the exit interview questions in writing rather than in a meeting with the Board President or a Board Member of his/her own choosing. These answers may be shared at a Board workshop/ meeting to assist other Board Members. The following is a list of suggested questions:
 1. What did you like about serving on the Board?
 2. What didn't you like about serving on the Board?
 3. What suggestions do you have for improving the way the Board operates?
 4. Did you feel that your contributions were heard and respected?
 5. What were the biggest challenges that you faced in performing your board responsibilities?
 6. What are you most proud of the Board/ District accomplishing during your tenure?
 7. What advice would you offer incoming board members?
 8. If you could do the job of Board Member over again, what would you do differently?
- 3) Outgoing Board Members are invited and encouraged to participate in all end of school year activities.



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Newly elected Board Members & Board Reorganization

- 1) Newly elected Board Member(s) shall receive the Oath of Office at the meeting called to canvass the votes or the first meeting he/she attends thereafter. They will also sign the "Executive Session Contract" for Board Members.
- 2) Following the Oath of Office, the newly elected Board Member(s) shall be seated with the Board of Trustees to conduct the Board meeting.
- 3) As soon as reasonable, the newly elected Board Member(s) shall attend an orientation session conducted by the Superintendent. *(no later than 30 calendar days from swearing in)*
- 4) The election of Board officers occurs after the newly elected Board Members are sworn in. This process is governed by Board Policies BDAA (Legal), BDAA (Local), and the Board Operating Guidelines and must be held at a properly noticed and posted meeting in compliance with the Texas Open Meetings Act, Texas Government code Chapter 551.001 et seq. The Board Members shall comply with the requirements of the Boards' Policies, Operating Guidelines and the Texas Open Meetings Act in the selection of officers.
- 5) Board Members will not circumvent the Texas Open Meetings Act by attempting to solicit support for individuals seeking any office.
- 6) The officer selection process will take place during the seating of newly elected Board Members. The call of the meeting shall include a provision for an Executive Session for the purpose of reconstituting the Officers of the Board. If there is more than one candidate for an office, the Executive Session will be the first item on the Agenda and during the Executive Session, the Board will deliberate the duties and qualifications of a public officer. When reconvened in open session, the Board will, in compliance with the Texas Open Meetings Act, consider nominations of members for officers. A nomination requires a second. The Board will vote for each office in turn, beginning with the Board President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination. For the purposes of this section only, "Current Board President" refers to the person who was president at the time of the most recent election. "Current Board Secretary" refers to the person who was the secretary at the time of the most recent election. Etc.
- 7) The Current President conducts the election of the new Board President.
- 8) If the Current President is seeking to be elected president again or is no longer a member of the Board, the election for the new Board President will be conducted by the Current Board Secretary.
- 9) If the Current Board Secretary is seeking to be elected president or is no longer a member of the Board, the election for the new Board President will be conducted by the last person to have served as president who is on the Board and not seeking election as president.
- 10) If no current Board Member fits the description above, the election of the new Board President will be conducted by a Board Member chosen by lot from among those current Board Members who were on the Board immediately prior to the most recent election.
- 11) Newly elected officers will assume responsibility for their office immediately following the vote in Open Session.
- 12) In the event of a vacancy in an Officer's position the Board may, by majority action of the Board at the duly called meeting, fill the vacancy.



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- 13) Board officers shall serve until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

- 14) FILLING A BOARD VACANCY OCCURRING BEFORE THE END OF TERM OF OFFICE. Vacancies on the Board may and do occur at times other than the end of a term. This is the procedure for Accepting a Board Vacancy. A Board Member submits in writing his/her resignation to the Board. A letter expressing intent to resign will be accepted as a resignation. The full Board will take action on the resignation at the next Board Meeting after receipt of the letter. The Board cannot refuse to accept a letter of resignation. If a Board Member submits a resignation or intent to resign, whether effective immediately or at a future date, a vacancy occurs on the date that the resignation is accepted by the Board or on the eighth day after the date of its receipt by the Board, whichever comes first. Election Code 201.001(a), 201.023.

- 15) Procedure for Filling Board Vacancy- At the next Board Meeting, the remaining Board Members will discuss the vacancy to determine the Board's course of action regarding that vacancy. Those possible actions are:
 - a. Appointment – Remaining Board Members may fill the vacancy by appointment until the next regular Board election. If more than one year remains in the term of the position vacated, the vacancy shall be filled not later than the 180th day after the vacancy occurs. Tex. Const. Art. XVI, Sec. 27

 - b. Special Election – Remaining Board Members may order a special election to fill the vacancy for the unexpired term. That election shall be conducted in the same manner as the general election on the next uniform election date that will afford enough time to hold the election in the manner required by law. Education Code 11.060 (c), Election Code 41.001 (a), 41.004 (a)

Related Policies: BDAA (Legal) and (Local)



Luling ISD Board Operating Procedures

Overview of Continuing Education Requirements for Board Members

Overview of Continuing Education Requirements for Board Members Continuing Education Required of Board Members	Tier	First Year Board Members	Experienced Board Members	Provider
Local District Orientation	1	Required within 60 days of election or appointment	Not required	Local district
Orientation to Texas Education Code	1	3 hours	Not required	Education Service Center
Update to Texas Education Code	1	Not required	<i>After legislative session: length determined by issues addressed in legislation</i>	Any registered provider
Team-Building Session/Assessment of Continuing Education Needs of the Board-Superintendent Team	2	At least 3 hours	At least 3 hours	Any registered provider
Additional Continuing Education, based on assessed needs and the Framework for Governance Leadership	3	At least 10 hours	At least 5 hours each year	Any registered provider
Continuing Education Required of All Elected Public Officials— Effective 1-1-2006		First Year Board Members	Experienced Board Members	Provider
Open Meetings Training	1 hour required within 90 days of election or appointment		1 hour – <i>Not reoccurring</i>	Attorney General’s Office or other approved provider
Public Information Act Training (Boards may delegate this training to the district’s public information coordinator)	Check local district policy for any Board requirement (BBD Local)		Check local district policy for any Board requirement (BBD Local)	Attorney General’s Office or other approved provider



Luling ISD Board Operating Procedures

Board Member Training and Travel expense

- 1) By law, board members are required to receive three kinds of continuing education: Tier One, Tier Two, and Tier Three. Board members must also receive training on the Open Meetings Act (OMA).
- 2) Travelling may be necessary to attend mandated School Board Member Training. Traveling Board Members shall exercise reasonable restraint when on school district's (tax-payers') expense.
- 3) Board Member(s) shall stay within allotted travel budget unless approved by the Board as a whole.
- 4) Board Members shall not be reimbursed for more than three (3) statewide conferences per calendar year without prior Board approval.
- 5) Board Members shall be reimbursed for reasonable expenses for: Carrying out the business of the Board at the request of the Board. Attending meetings and conventions as official representatives of the Board. Reimbursable expenses include mileage, commercial transportation, parking, lodging, meals, and other incidental expenses.
- 6) Rates for reimbursement will comply with the Luling ISD requirements for employee reimbursements.
- 7) The travel expense of the Spouse/ significant other of the Board Member who accompanies a Board member will not be a reimbursable expense.



Luling ISD Board Operating Procedures

Board of Trustee's Calendar of Events

(All dates / schedule are subject to revision)

Month	Description
January	Texas Academic Performance Report (TAPR) & Public Hearing Call School Board Trustee Election Administrator & Director Contracts School Board Recognition Month
February	School Calendar Delinquent Tax Law Firm Contract Renewal (every 2 years) Spirit Club Handbooks (Spring) Extracurricular Code of Conduct (Spring)
March	Salary Schedule for Instructional Staff (March, April, May, June) Food Service Rates Depository Contracts (every two years) Junior High Course Catalog High School Course Catalog Budget Workshop
April	Elementary Turn Around Plan Teacher/Professional Contracts Budget Workshop
May	Canvass School Board Election Results



Luling ISD Board Operating Procedures

	Administer Oath of Office to New Trustees Reorganize School Board Board Operating Procedures and Guidelines for Member Conduct Renewal of ARAMARK Contract Publish Tax Rate Set Date for Public Meeting on Proposed Budget
June	Appointment of AHERA Designee Public Meeting on Budget & Proposed Tax Rate Adopt Budget for New Year Extracurricular Handbooks (Athletic, Band, Student, COC, Kids Klub, etc.)
July	Annual Investment Report (Presentation) Appraisal Calendar and Certified Appraisers Board self-evaluation workshop
August	Media Honor Roll Resolution Contract with District's Law Firm Adopt M&O Tax Rate and I&S Tax Rate
September	Campus TAIS Plan & Public Hearing Board Goals Textbook Committee
October	Caldwell County Tax Roll Investment Policy – CDA Budget Calendar for Next School Year



Luling ISD Board Operating Procedures

	District & Campus Improvement Plans Extracurricular Status of 4-H Organization & Adjunct Faculty Agreement
November	School FIRST Report & Public Hearing PBMAS Targeted Improvement Plan & Public Hearing Financial Audit
December	Announcement of Continuing Education Hours for Board Members Superintendent's Evaluation Superintendent's Contract

**Items can be moved / added as needed.*



Luling ISD Board Operating Procedures

Board Member Code of Ethics

As a Member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.
- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.
- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.
- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.
- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.
- I will be continuously guided by what is best for all students of our District.

Signature: _____ Date: _____



Luling ISD Board Operating Procedures

Board Member Executive Session Contract

I hereby certify that my participation in executive sessions of the Luling ISD Board of Trustees will not compromise the confidentiality of those sessions.

I promise I will not divulge information discussed during the executive sessions, nor shall I distribute confidential materials received in those meetings.

As a Board Member I will strive to ensure that issues discussed in executive session meet the criteria defined by the Freedom of Information Commission.

I recognize that this is my responsibility under the Code of Ethics for Board Members.

Signature: _____ Date: _____

Signature: _____ Date: _____