

First Reading Bylaws Summary 1-13-2020

Red strike throughs show deletions, green text shows additions

General – added “or guardian” wherever “parent” was referenced. Several bylaws had routine updates from NEOLA in 2018/19. In the course of looking at those, the committee revised additional bylaws to simplify and make them consistent with Board practices.

0100 - definitions – minor clarifications

0141.1 - Student Body Representatives – minor updates from NEOLA

0144.2 - Board Member Ethics – clarification about access to information that has not yet been made public

0142.7 - Orientation – added MASB classes

0143.1 - Public Expression of Board Members – Revised 4/2019. Consider deleting media release statement.

0144.3 - Conflict of Interest – added grandchildren, guardianship

0151 - Organizational Meeting – move to July instead of January

0152 - Officers – moved to July meeting

0154 - Business Meeting – additional meeting tasks added by NEOLA (these match existing practice)

0155 - Committees – added considerable information to explain how committees work and what (and how) tasks are assigned to standing committees

0161 - Parliamentary Authority – picked a reference source and outlined basic procedures

0165.6 - Cancellation – new policy from NEOLA

0166 - Agenda – clarified two opportunities for public participation.

0167.2 - Closed Session – clarified roll call vote where needed

0167.3 - Public Participation at Board Meetings – considerable reorganization of existing district-written content. Consolidated general rules then specified details for first and second commentaries. No change to content/practice.

0167.5 - Use of Electronic Mail – updates from NEOLA

0168.1 - Open Meeting Minutes – clarified they are posted online in addition to the office copy

0171.1 - President – updated tasks based on practice

0171.2 - Vice President – updated to assume duties of President in his/her absence

0171.3 - Secretary – back-up presider

0171.4 - Treasurer – updated to match practice

Book	Policy Manual
Section	0000 Bylaws Templates
Title	DEFINITIONS
Code	1Rpo0100
Status	
Adopted	March 17, 2003
Last Revised	April 22, 2019

0100 - DEFINITIONS

Whenever the following items are used in these (x) bylaws and policies ~~() bylaws, policies and administrative guidelines~~, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of wireless communication devices (as defined in Bylaw 0100) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, and parents, Board members and/or other stakeholders and members of the community.

Board

The Board of Education.

Board Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

An employee who provides support to the District's program and whose position does not require a professional certificate.

District

The School District.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require consideration of statutorily mandated factors, right to counsel and/or confrontation or cross examination of witnesses, depending upon the situation.

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; or a person's parent or parent's spouse, and includes these relationships as created by adoption, guardianship, or marriage. (See also Bylaw 0144.3 regarding conflicts of interest)

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

~~Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.~~

Parent

The natural or adoptive parents or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent also refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will have equal access to records and rights regarding the student's education absent a court order restricting such rights.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, (x) telephone paging devices (e.g., beepers or pagers), (x) and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education. (See Bylaw 0171.1)

Principal

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. The Principal must hold an appropriate school administrator certificate or permit. The Principal is responsible for the supervision of the school or program consistent with Board policy and directives of the Superintendent and may delegate responsibility to subordinates as appropriate.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

Relative

The mother, father, guardian, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary

The chief clerk of the Board of Education. (See Bylaw 0171.3)

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" also signifies a required action.)

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. Consistent with Board policies and directives. The Superintendent must hold an appropriate school administrator certificate or permit. Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The Treasurer of the Board of Education, ~~chief financial officer of the District~~. (See Bylaw 0171.4)

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0171.2)

Voting

A vote at a meeting of the Board of Education. Except to accommodate the absence of any member of the Board due to military duty, Board members must be physically present to have their vote officially recorded in the Board minutes. ~~(x) [OPTIONAL LANGUAGE]~~
unless the Board member has notified the Board President prior to the meeting that s/he must participate remotely and the Board President approves remote participation by the Board member.

Citations to Michigan Compiled Laws (M.C.L.) are shown as M.C.L. followed by the Section Number (e.g., M.C.L. 380.1438). Citations to the Michigan Administrative Code are prefaced A.C. Rule (e.g., A.C. Rule R380.221). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

© Neola 2019

Book	Policy Manual
Section	0000 Bylaws Templates
Title	STUDENT-BODY REPRESENTATIVES
Code	1Rp00141.1
Status	
Adopted	August 26, 2013
Last Revised	November 7, 2016

0141.1 - **STUDENT-BODY REPRESENTATIVES**

The Board shall have ~~2~~ representative(s) from the high school student- body selected by

~~() the Board.~~

the Superintendent.

~~() the Student Council.~~

Each representative shall be allowed to participate in all Board discussions and attend committee meetings to which they may be assigned or invited. The student-body representative(s) shall not be allowed to vote or participate in closed sessions.

The Superintendent shall arrange for a place on the agenda at which time the student-body representative(s) shall provide the Board with items of concern and/or interest to the student-body.

The Superintendent shall approve any such items to be presented to the Board in its agenda.

~~[] The student body representative(s) shall be responsible for communicating Board questions or decisions pertaining to students to the student councils authorized by Policy 5820.~~

© Neola 2016

Book	Policy Manual
Section	0000 Bylaws Templates
Title	ORIENTATION
Code	1Rp00142.7
Status	
Adopted	March 17, 2003
Last Revised	April 22, 2019

0142.7 - **ORIENTATION**

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District, and learn Board procedures. Accordingly, the Board shall give to each new Board member

no later than his/her first regular meeting as a Board member

for his/her use and possession during the term on the Board the following items:

- A. ~~access to a copy of~~ the Board policy manual
- B. ~~access to a copy of~~ each current negotiated agreement
- C. ~~access to~~ the current budget statement, audit report, and related fiscal materials
- D. _____ **(Other Materials)**

The Board will provide and maintain a library of publications and reference materials for the use of Board members.

Each new Board member shall be invited to meet with:

- the Board President
- the Superintendent
- the Business Manager

to discuss Board functions, policies, and procedures.

The Board shall encourage the attendance of each new Board member at ~~MASB classes and orientation~~ and training ~~s-meetings~~.

© Neola 2009

Book	Policy Manual
Section	0000 Bylaws Templates
Title	PUBLIC EXPRESSION OF BOARD MEMBERS
Code	1Rpo0143.1
Status	
Adopted	March 17, 2003
Last Revised	April 22, 2019

0143.1 - **PUBLIC EXPRESSION OF BOARD MEMBERS**

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members will make public statements on school matters:

If the statements imply, or if the readers (listeners) could infer that the opinions expressed or statements made are the official positions of the Board, the Board members shall, when writing or speaking on school matters, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:

1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
2. routine, not for publication, correspondence of the Superintendent and other Board employees
3. routine "thank you" letters of the Board
4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
5. personal statements not intended for publication

B. ~~Copies of this bylaw shall be sent annually to local media by the Board President.~~ (consider deletion?)

[OPTIONAL LANGUAGE]

A Board member's personal or private use of social media may have unintended, negative consequences to the Board member and/or the District, including possible violations of the Open Meetings Act and issues relating to creation of a public record. Postings to social media should be done in a manner sensitive to the Board member's responsibilities, applicable District policies, and legal obligations.

© Neola 2018

Book	Policy Manual
Section	0000 Bylaws Templates
Title	BOARD MEMBER ETHICS
Code	1Rp00144.2
Status	
Adopted	March 17, 2003
Last Revised	August 26, 2013

0144.2 - **BOARD MEMBER ETHICS**

Although Board members are citizens with individual rights, they cannot ethically use their board trustee privilege of access to information that may not yet be released to the public to circumvent proper Board functioning as outlined in these Bylaws and in the District's lawfully negotiated contracts.

As members of the Board of Education, Board members will strive to improve public education and to that end they will:

- A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- C. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- D. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- E. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;
- F. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. inform themselves 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 Boards Associations;
- H. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- I. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
- J. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
- K. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.

© Neola 2009

Legal Source: Board of Directors, National School Boards Association.

Book	Policy Manual
Section	0000 Bylaws Templates
Title	CONFLICT OF INTEREST
Code	1Rp00144.3
Status	
Adopted	March 17, 2003
Last Revised	November 7, 2016

0144.3 - **CONFLICT OF INTEREST**

Board members shall perform their official duties in a manner free from conflict of interest. To this end:

- A. No Board member shall use his/her position as a Board member to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.
- B. When a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon.
- C. A member of the Board is presumed to have a conflict of interest if the member or his/her family member has a financial interest, or a competing financial interest, in the contract or other financial transaction or is an employee of the School District.

Having a child in the District does not alone constitute a conflict of interest or financial interest in a contract or other financial transaction of the School District.

"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 grandchild or grandchild's spouse, or a person's parent or parent's spouse, and includes these relationships as created by adoption, guardianship, or marriage.

1. A Board member is not considered to have a financial interest in any of the following instances:

- a. A contract or other financial transaction between the School District and any of the following:

1. A corporation in which the individual is a stockholder owning one percent (1%) or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owning stock that has a present market value of \$25,000.00 or less if the stock is listed on a stock exchange.
2. A corporation in which a trust, if the individual is a beneficiary under the trust, owns one percent (1%) or less 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 of \$25,000.00 or less if the stock is listed on a stock exchange.
3. A professional limited liability company organized pursuant to the Michigan limited liability company act, if the individual is an employee but not a member of the company.

- b. A contract or other financial transaction between the School District and any of the following:

1. A corporation in which the individual is not a director, officer, or employee.
2. A firm, partnership, or other unincorporated association, in which the individual is not a partner, member, or employee.
3. A corporation or firm that has an indebtedness owed to the individual.

- c. A contract between the School District and the intermediate school district.

- d. A contract awarded to the lowest qualified bidder, upon receipt of sealed bids pursuant to a published notice for bids if the notice does not bar, except as authorized by law, any qualified person, firm, corporation, or trust from bidding. This

does not apply to any amendments or re-negotiations of a contract or to additional payments under the contract that were not authorized by the contract at the time of award.

2. If the financial interest pertains to a proposed contract with the District, the following requirements must be met:

- a. The Board member shall disclose the financial interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct financial interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the Board member shall make the disclosure in one of two (2) ways:
 1. In writing, to the Board president (or if the member is the Board president, to the Board secretary) at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)
 2. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The Board member must use this method of disclosure if his/her financial interest amounts to \$5000 or more.
- b. Any contract in which there is a conflict of interest as defined by this bylaw and the related statute (M.C.L. 380.1203) must be approved by a majority vote of the full Board without the vote of any Board member with a financial interest.

However, if a majority of the members of the Board are required to abstain from voting on a contract or other financial transaction due to a financial interest, then for the purposes of that contract or other financial transaction, the members who are not required to abstain constitute a quorum of the board and only a majority of those members eligible to vote is required for approval of the contract or financial transaction.

- c. The official minutes of the Board disclose the name of each party involved in the contract, the nature of the financial interest, and the terms of the contract including the duration, financial consideration between the parties, facilities or services of the District included in the contract, and the nature and degree of assignment of District staff needed to fulfill the contract.
- d. A Board member with a conflict of interest in a contract may not participate in the discussion of nor vote on the contract.

~~[SELECT ONE (1) OF THE FOLLOWING TWO (2) OPTIONS]~~

~~OPTION #1~~

3. ~~(-) Board members shall not solicit or accept gratuities, favors, or anything of monetary value from contractors.~~

~~OPTION #2~~

3. (x-) Board members shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. A Board member may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve Federal grant funds. For purposes of this section, "nominal value" means that the gift has a monetary value of \$57 or less. ~~[END OF OPTIONS]~~

~~[In accordance with M.C.L. 380.634, the Michigan Department of Education (MDE) adjusts the limits on the value of gifts that may be accepted from vendors or potential vendors for Intermediate School District employees. The fiscal year 2014—15 cap for gifts was \$57.]~~

Board members must disclose any potential conflict of interest which may lead to a violation of this policy to the full Board.

- D. A Board member may be appointed to serve as a volunteer coach or supervisor of a student extra-curricular activity if all of the following conditions are present:

1. the Board member receives no compensation for service as a volunteer coach or supervisor;
2. the Board member abstains from voting on issues before the Board concerning the program during the period of time s/he serves as a volunteer coach or supervisor;
3. there is no other qualified applicant available to fill a vacant position; and
4. the appointing authority has received the results of a criminal history check and criminal records check from the Michigan State Police or the Federal Bureau of Investigation for the Board member.

© Neola 2016

Legal

M.C.L. 15.183, 15.323, 380.1203

See also, Policy 6420, Conflict of Interest - Legal Counsel, Advisors, or Consultants.

Book	Policy Manual
Section	0000 Bylaws Templates
Title	ORGANIZATIONAL MEETING
Code	1Rp00151
Status	
Adopted	March 17, 2003
Last Revised	January 20, 2014

0151 - ORGANIZATIONAL MEETING

The Board of Education shall organize annually ~~at the first regularly scheduled Board meeting in July. not earlier than~~
~~[January 1st immediately following an election held on a November regular election date]~~ and not later than
~~[second Monday in January suggested]~~ at a meeting held for that purpose. The meeting shall be called to order by

the Superintendent

the ranking officer of the preceding Board

who shall serve as presiding officer until the election ~~of a temporary chairperson, who shall in turn serve until the election~~ of a President.

© Neola 2012

Legal	M.C.L. 168.302
-------	----------------

Book	Policy Manual
Section	0000 Bylaws Templates
Title	OFFICERS
Code	1Rpo0152
Status	
Adopted	March 17, 2003
Last Revised	January 20, 2014

0152 - OFFICERS

At the July organizational meeting, the Board shall elect a President and Vice-President as well as a Secretary and Treasurer.

Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in any Board officer position within thirty (30) days of the occurrence of the vacancy.

© Neola 2008

Legal	M.C.L. 380.11a
-------	----------------

Book	Policy Manual
Section	0000 Bylaws Templates
Title	BUSINESS MEETING
Code	1Rp00154
Status	
Adopted	March 17, 2003
Last Revised	January 20, 2014

0154 - **BUSINESS MEETING MOTIONS**

The Board shall conduct a business meeting annually at the first regularly scheduled Board meeting in July for the purpose of making business decisions related to the operations of the next school year.

The Board shall, at the organizational meeting:

- A. designate depositories for school funds; M.C.L. 380.1221
- B. designate those persons authorized to sign checks, contracts, agreements, and purchase orders;
- C. designate a day, place, and time for regular meetings which shall be held at least once every month;
- D. designate those persons authorized to use the safe deposit box;
- E. determine fee charged to individuals who request notice of Board meetings; (M.C.L. 15.266)
- F. ~~() designate a day for regular study sessions of the Board;~~
- G. designate an administrator to assume specified responsibilities
 - of the Treasurer;
 - of the Secretary;
- H. designate the Electronic Transfer Officer (ETO) in accordance with Policy 6144.

© Neola 2003

Book	Policy Manual
Section	0000 Bylaws Templates
Title	COMMITTEES
Code	1Rp00155
Status	
Adopted	March 17, 2003

0155 - COMMITTEES

The Board of Education may elect to divide the labor of governing and form Board committees to delve into governing matters in greater detail than is possible at the full Board level. Standing Board committees may include Policy, Finance, Contracts and Negotiations, Superintendent Evaluation, and Facilities. New Board committees may be created as needed.

Committees of Board members shall perform the duties as assigned by the Board, which may include deliberating, making decisions/recommendations or taking other actions specifically authorized by the Board.

All committees shall comply with the Open Meetings Act in accordance with the applicable requirements set forth in 0160 Bylaws. A committee may meet in closed session to review the specific contents of an employment application provided when the applicant for employment requests that the information remains confidential. It may not, however, meet in closed session to protect an applicant's identity.

Ad Hoc Committees may be created and charged by the President, or by a majority vote of the Board, and shall continue to operate until the committee is discharged by the President or by a majority vote of the Board.

Annually, the Board President shall appoint Board members to serve on committees, and appoint a Chair of each committee. The Superintendent shall serve as an ex-officio member of all Board committees.

Committee members may include community members and/or District staff. These committee members shall sign a Declaration of Commitment to participate in a manner representing the best interests of the District and District stakeholders and not for their personal agenda, unless specifically appointed to represent a Special Interest Group.

All committees shall work collaboratively with the Superintendent and appropriate staff. Per negotiated agreements, the Superintendent shall be the primary point of contact to relay information to and from committees and staff. Committees are authorized to recommend policies related to their area of responsibility to the full Board.

To avoid deliberating with a quorum present, Board members who are not appointed members of a particular committee should refrain from speaking with committee members before, during, or after the committee meeting, including the public participation portions of that meeting, on matters discussed by the committee.

STANDING BOARD COMMITTEES

Policy Committee

The responsibilities of the Policy Committee include: reviewing and updating existing policies and bylaws on a regular schedule; reviewing potential new policies; and making recommendations to the Board on all policy issues regarding their revision and adoption. The Committee may use outside policy consultants and shall make recommendations necessary to be in full compliance with all State laws.

Finance Committee

The responsibilities of the Finance Committee include: oversight of the annual budget preparation; reviewing and recommending the annual budget and budget amendments to the Board; reviewing District financial performance and reporting; reviewing and recommending appropriate financial policies; recommending selection of the District's auditor; working with the District's auditor on the annual audit including meeting with the auditor prior to the audit and reviewing the final Auditor's Report; and any other issues related to the financial activities and health of the District.

Contracts and Negotiations Committee

The responsibilities of the Contracts and Negotiations Committee include developing Board priorities for the negotiating process with collectively bargained contracts. The Committee shall ensure that the full Board is informed and has the opportunity for input into determining appropriate priorities for each labor contract. Committee members may participate in negotiations as appropriate and when desirable for successful results. The Committee may be requested by the Superintendent

to review and recommend other employee or non-labor contracts when it is deemed appropriate. The Superintendent or his/her designee shall serve as the Committee Chair.

Superintendent Evaluation Committee

The responsibilities of the Superintendent Evaluation Committee include facilitating the evaluation of the Superintendent by the Board in accordance with the Superintendent's contract, Board policies, and State law, and include meeting specified timelines.

Facilities Committee

The responsibilities of the Facilities Committee include review and oversight of all District facilities including buildings and property. The Committee shall oversee bond proposal preparation and implementation related to construction projects, including working with architects and construction managers as appropriate. The Committee shall monitor projects, including budgets, and will oversee planning for future District needs when appropriate. The Committee will report to the board on a regular basis and make recommendations related to facilities as appropriate.

~~**[] The President is authorized to appoint,**~~

~~**() as soon after the organizational meeting as practicable,**~~

~~**members of the Board to the standing committees where they shall serve a term of one (1) year.**~~

~~**[] Ad hoc committees may be created and changed at any time by the President**~~

~~**() or a majority of the members present at any meeting at which the need for a committee becomes evident.**~~

~~**() or the Superintendent with the approval of the Board.**~~

~~**[] Members of ad hoc committees shall serve until the committee is discharged.**~~

~~**[] The Superintendent shall serve as an ex-officio member of each committee.**~~

~~**[] A member may request (or refuse) appointment to a committee.**~~

~~**() Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.**~~

~~**[] Each Board committee shall be convened by a chairperson who shall report for the committee**~~

~~**() and shall be appointed by the President.**~~

~~**() and shall be chosen by the committee from among its members.**~~

Book	Policy Manual
Section	0000 Bylaws Templates
Title	PARLIAMENTARY AUTHORITY
Code	1Rp00161
Status	
Adopted	March 17, 2003

0161 - **PARLIAMENTARY AUTHORITY**

The parliamentary authority governing the Board of Education shall be

Parliamentary Procedure Fast Track by Jim Slaughter ~~Robert's Rules of Order, Newly Revised~~

~~_____~~

in all cases in which it is not inconsistent with statute, administrative code, or these bylaws.¹⁷

~~or the rules of order of this Board.~~

General Guidelines

- Comments are to be directed toward the presiding chair or the Board as a whole
- The maker of a motion speaks before everyone else.
- Debate alternates between pro and con viewpoints.
- All members have an opportunity to speak once before anyone speaks a second time.
- No one may speak a third time to a motion or proposal.
- Each member shall be allotted seven minutes to speak on a given topic with a second opportunity to speak for up to three minutes.
- The Board may adopt a special rule to limit or extend debate on a topic, if desired.

© Neola 2009

Book	Policy Manual
Section	0000 Bylaws Templates
Title	CANCELLATION
Code	1Rp00165.6
Status	

0165.6 - CANCELLATION

Any meeting of the Board may be canceled for appropriate purposes, which shall include, but not be limited to, inclement weather, lack of a quorum, or conflict with a special event relating to the District. If the canceled meeting is ~~a regular meeting it must be~~ re-scheduled, it must be posted according to ~~following~~ all notice requirements set forth above.

© Neola 2018

Legal	M.C.L. 15.265, 380.1201(3)(4)
-------	-------------------------------

Book	Policy Manual
Section	0000 Bylaws Templates
Title	AGENDA
Code	1Rp00166
Status	
Adopted	March 17, 2003

0166 - **AGENDA**

The Superintendent shall prepare with the Board President and submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting. Individual Board members may include items on the agenda upon the concurrence of the Board President.

The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the District with such recommendations as s/he shall make.

Each agenda shall contain the following statement:

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting at the beginning and end of the meeting as indicated in agenda item _____."

~~[] Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than _____ days prior to the meeting and include:~~

- A. ~~(-) name and address of the participant;~~
- B. ~~(-) group affiliation, if and when appropriate;~~
- C. ~~(-) topic to be addressed.~~

~~Such requests shall be subject to the approval of the Superintendent and the Board President.~~

~~Denial of the opportunity to have an item placed on the agenda will not preclude an individual or group from the opportunity to speak during the public participation portion of the meeting.~~

The agenda and supporting materials for each regular meeting shall be ~~mailed or~~ delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be delivered~~mailed~~ no later than three (3) ~~_____~~ days prior to the meeting, ~~or delivered so as to provide time for the study of the agenda by the membe~~. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.

The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any meeting by a majority vote of the members present.

© Neola 2018

Book	Policy Manual
Section	0000 Bylaws Templates
Title	CLOSED SESSION
Code	1Rp00167.2
Status	
Adopted	March 17, 2003
Last Revised	June 3, 2005

0167.2 - **CLOSED SESSION**

The Board may ~~(-) by means of a roll call vote [END OF CHOICE]~~ meet in a closed session, one closed to the public, for the following purposes:

- A. to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, staff member, or individual agent, if the named person requests a closed hearing **(a majority vote is required)**
 - B. to consider the dismissal, suspension, or disciplining of a student only if the student or student's parents request a closed hearing **(a majority vote is required)** (Also see Bylaw 0169, Student Disciplinary Hearings)
 - C. for strategy and negotiation sessions connected with the negotiation of a collectively-bargained agreement if either negotiating party requests a closed hearing **(a majority vote is required)**
 - D. to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained **(a two-thirds (2/3's) roll call vote is required)**
 - E. to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body **(a two-thirds (2/3's) roll call vote is required)**
 - F. to consider materials exempt from discussion or disclosure under State or Federal statute, including by way of example only, written opinions of legal counsel, and school safety plans **(a two-thirds (2/3's) roll call vote is required)**
 - G. to review the specific contents of an application for employment or appointment if the candidate requests that the application remain confidential **(a two-thirds (2/3's) roll call vote is required)**
- However, all interviews for employment or appointment of the Superintendent shall be held in an open meeting of the Board.
- H. to consider security planning to address existing threats or prevent potential threats to the safety of the students or staff **(a majority vote is required)**

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose the content of discussions that take place during such sessions. The only exceptions will be discussions with the District's legal counsel or as directed by an order of a court with proper jurisdiction.

It is expected that Board members shall not record nor communicate by any means, electronic or otherwise, with party or parties outside such meetings regarding the substance of such meetings either during or after the course of such meetings.

© Neola 2019

Legal	M.C.L. 15.267, 15.268
-------	-----------------------

Book	Policy Manual
Section	0000 Bylaws Templates
Title	PUBLIC PARTICIPATION AT BOARD MEETINGS
Code	1Rp00167.3
Status	
Adopted	March 17, 2003
Last Revised	July 6, 2010

0167.3 - PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board shall provide ~~two~~ periods for public participation at public meetings of the Board and publish rules to govern such participation in Board meetings and in Board committee meetings. The rules shall be administered and enforced by the presiding officer of the meeting.

The presiding officer shall be guided by the following rules:

A. Public participation shall be permitted

~~() as indicated on the order of business;
() before the Board takes official action on any issue of substance.~~

at a time as indicated on the meeting agenda and as determined by the presiding officer.

B. Anyone with concerns related to the operation of the schools or to matters within the authority of the Board may participate during the public portion of a meeting.

C. ~~() Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.~~

D. ~~() Participants must be recognized by the presiding officer~~

~~() and will be requested to preface their comments by an announcement of their name;~~

~~() address;~~

~~() group affiliation, if and when appropriate.~~

E. ~~() Each statement made by a participant shall be limited to _____ () minutes duration.~~

F. ~~() No participant may speak more than once.~~

G. Participants shall direct all comments to the Board and not to staff or other participants.

H. The presiding officer may:

- prohibit public comments which are frivolous, repetitive, or harassing;
- interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
- request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
- ~~() request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;~~
- ~~() call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;~~
- ~~() waive these rules.~~

() with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

General Rules for Public Participation

1. Individuals will be recognized by the Board President or presiding chair when it is their opportunity to address the Board.
2. Each speaker will be asked to announce his/her name and affiliation before beginning to speak.
3. One speaker may not yield his/her time to another. No person may speak more than once at either commentary opportunity. No person may speak more than once on the same subject during a single meeting.
4. If a large group plans to attend, they are encouraged to select up to five (5) representatives to speak on their behalf.
5. Persons who wish to address the Board at board meetings shall complete a Public Comment Card. Cards are available on the District website, from the Superintendent's office, and at all meeting locations. This form shall be presented to the Board President or presiding chair at the beginning of the meeting.
6. Members of the Board and district employees will not answer questions or comments during public participation. Persons requesting an individual response shall note the request on the Public Comment Card and include appropriate contact information.
7. Citizens with concerns or complaints about school employees should use the protocol outlined in board policy 9130: Citizen Complaints. Citizens are encouraged to utilize established channels before bringing the matter to the School Board. Employees have contractual and legal rights and may request a closed meeting if complaints reach the Board level.
8. Speakers addressing the board shall take into consideration rules of common courtesy. Speakers who make attacks of a personal nature and/or who do not abide by rules of common courtesy will be reminded of such rules by the Board President or presiding chair. Such individuals may be asked to leave the meeting if their behavior is disruptive or interferes with the orderly progress of the meeting.

First Public Commentary

The first public commentary, scheduled near the beginning of all Board meetings, workshops, and committee meetings, shall be limited to an accumulated time of thirty (30) minutes. Time may be extended at the discretion of the Board President or presiding chair.

Individual speakers will be allotted a maximum of five (5) minutes, however, the time may be reduced if a large number of persons wishes to address the Board. In these instances, the number of speakers will be divided equally into the thirty (30)-minute time limit. For example, if ten (10) persons wish to address the Board, each individual will be given three (3) minutes.

Second Public Commentary

The second opportunity for public commentary, scheduled near the end of all Board meetings, shall be limited to an accumulated time of fifteen (15) minutes. Time may be extended at the discretion of the Board President or presiding chair.

Persons who wish to address the Board during the second opportunity for public participation shall form a line at a location to be designated and will be recognized by the Board President or presiding chair in the order of assembly.

Individuals will be allotted a maximum of three (3) minutes, however, the time may be reduced if a large number of persons wishes to address the Board. In these instances, the number of speakers will be divided equally into the fifteen (15)-minute time limit. For example, if fifteen (15) persons wish to address the Board, each individual will be given one minute.

AudioTape or video recordings are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recording device should contact the Superintendent prior to the Board meeting to review possible placement of the equipment.

© Neola 2018

Legal

M.C.L. 15.263(4)(5)(6), 380.1808

Book	Policy Manual
Section	0000 Bylaws Templates
Title	USE OF ELECTRONIC MAIL
Code	1Rp00167.5
Status	
Adopted	March 17, 2003

0167.5 - **USE OF ELECTRONIC MAIL**

Since ~~e~~E-mail is a form of communication that could conflict with the Open ~~M~~ Meetings Law, it will be used to conduct business of the Board only for the purposes of communicating:

- A. messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board;
- B. possible agenda items between the Superintendent and the Board President, or between Board members and the Board President;
- C. times, dates, and places of regular or special Board meetings;
- D. ~~() a Board meeting agenda or public record information concerning items on the agenda;~~
- E. ~~() requests for public record information from a member of the administration, school staff, or community pertaining to District operations;~~
- F. responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use ~~e~~E-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

There should be no expectation of privacy for any messages sent by ~~e~~E-mail. ~~Messages that have been deleted may still be accessible on the hard drive, if the space has not been occupied by other messages.~~ Messages, deleted or otherwise, may be subject to disclosure under the Freedom of Information Act, unless an exemption would apply.

© Neola 2009

Book	Policy Manual
Section	0000 Bylaws Templates
Title	OPEN MEETING MINUTES
Code	1Rpo0168.1
Status	
Adopted	March 17, 2003
Last Revised	June 19, 2017

0168.1 - **OPEN MEETING MINUTES**

The ~~Superintendent Secretary, or a temporary secretary appointed by the presiding officer,~~ shall designate a person to keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. These minutes must be approved by the Board and endorsed by the Secretary at the next meeting. The minutes shall include all roll-call votes taken at the meeting. Proposed minutes shall be available for public inspection not later than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved. The minutes shall be available for inspection on the District's website or at the Superintendent's office and shall be available for purchase at a fee estimated by the business office to cover the cost of printing and copying.

The Board Secretary shall not include in or with its minutes any personally identifiable information on any student of the District which if released, would prevent the public body from complying with the Family Educational Rights and Privacy Act of 1974.

The official minutes shall be bound together by years and kept in the office of the Board of Education.

Minutes of the preceding meetings shall be approved by the Board as its first order of business at its next meeting.

The minutes shall show only action taken.

~~() and if requested, remarks of~~
~~() Board members~~
~~() administration:~~
~~() citizens present.~~

© Neola 2017

Legal M.C.L. 15.269, 380.1201

Book	Policy Manual
Section	0000 Bylaws Templates
Title	PRESIDENT
Code	1Rpo0171.1
Status	
Adopted	March 17, 2003

0171.1 - PRESIDENT

The President of the Board of Education shall:

- A. preside at meetings of the Board;
- B. be the public spokesperson for the Board;
- C. ~~() countersign orders legally drawn by the Secretary upon the Treasurer for money to be disbursed on behalf of the School District;~~
reply to emails and written correspondence on behalf of the Board;
- D. ~~() cause an action to be prosecuted in the name of the District on the Treasurer's bond in case of a breach of a condition of the bond;~~
- E. perform other duties appropriate to the office of the President.

© Neola 2009

Book	Policy Manual
Section	0000 Bylaws Templates
Title	VICE-PRESIDENT
Code	1Rpo0171.2
Status	
Adopted	March 17, 2003

0171.2 - VICE-PRESIDENT

The Vice-President of the Board of Education shall:

- A. preside at meetings of the Board when the President is not able to attend;
- B. perform other duties appropriate to the office of Vice-President as the Board determines;
- C. ~~() in case of a vacancy in the office of President, succeed to the office of President for the balance of the unexpired term.~~
- D. assume all responsibilities and duties of the President in his/her absence. Absence shall be defined as: when notified by the President of their inability to be present to perform their duties; or by a vote of the Board if the President is incapacitated; or during a vacancy in the office of President.

© Neola 2009

Legal

Book	Policy Manual
Section	0000 Bylaws Templates
Title	SECRETARY
Code	1Rpo0171.3
Status	
Adopted	March 17, 2003

0171.3 - SECRETARY

The Secretary of the Board of Education shall:

- A. ~~preside over meetings of the Board when both the President and Vice President are unable to attend; act as clerk at meetings of the Board;~~
- B. record and sign the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books;
- C. ~~prepare the annual report of the District and other reports required by the State Board;~~
- D. ~~draw and sign orders upon the District Treasurer for money to be disbursed by the School District and each order shall be properly numbered and dated, shall specify the sources of the funds called for, the purpose for which, and the fund upon which the order is drawn;~~
- E. ~~preserve and file copies of reports, books, papers, and other documents belonging to the office of the secretary or to the School District, and deliver them to a successor in office;~~
- F. perform other duties required by law or by the Board.

© Neola 2009

Book	Policy Manual
Section	0000 Bylaws Templates
Title	TREASURER
Code	1Rp00171.4
Status	
Adopted	March 17, 2003

0171.4 - TREASURER

The Treasurer of the Board of Education shall:

- A. **be a signatory on District bank accounts or investments;** ~~have care and custody of all monies of the School District and the Treasurer shall deposit funds of the District with a bank or banking corporation or trust company designated by the Board in the proportion and manner directed by the Board;~~
- B. ~~keep proper books of account;~~
- C. ~~keep an account of interest received from invested school funds, and credit interest received to the appropriate fund accounts;~~
- D. ~~pay out funds for the purposes specified by law, or, in the case of gifts or donations for the purposes for which the money is given or donated, on proper orders signed by the Secretary and countersigned by the President of the Board;~~
- E. perform other duties the Board may prescribe in its bylaws relating to the administration of School District funds.

© Neola 2009

Legal M.C.L. 380.1221