

Norms of the Dexter Board of Education

DRAFT

Board Discussion

- Wait to speak until recognized by the Board President or meeting Chair.
- Keep comments concise.
- Stay on topic.
- Ask questions to seek understanding, rather than to challenge.
- Once a trustee has spoken, other trustees ought to have an opportunity to speak before the trustee speaks again.
- Avoid side-bar conversations which are distracting to those at the table and in the room.
- Treat fellow trustees, staff and community members with respect.

Board Agenda

- Plan the agenda so that discussion and business comes earlier when trustees are fresh.
- Strive for two-hour meetings.
- As a general rule, agenda items—except for routine matters—should first appear as *Discussion* items before coming to the Board for *Action*.
- Any trustee who would like to see an item placed on the agenda, should contact the Board President or Superintendent.
- If a trustee would like a *Consent* or *Action* item moved to *Discussion*, the item will be moved except for extenuating circumstances.
- Continue providing committee updates.

Public Comment

- A podium will be provided for public comment and presentations.
- The Board President should appropriately acknowledge commenters, but will not engage in discussion.
- Trustees should refrain from speaking during public comment.
- At the conclusion of public comment, the Board President may provide clarification on topics--or ask the Superintendent to set the record straight--if misinformation has been shared during the public comment section of the meeting.
- Meeting Minutes will include commenter's name and topic, but not a summary of thoughts expressed.

School and Community Group Presentations

- Those presenting to the Board should be provided with time parameters, preferably keeping presentations to ten minutes or less.
- There should be no more than two presentations per meeting.
- Trustees should be sensitive when asking questions of presenters.
- Everyone who presents before the Board should leave the meeting feeling valued.

E-mail Communication

- Trustees should make sure that they are able to receive community e-mail messages sent through the district website.
- Refrain from sending intra-Board e-mail messages to avoid accusation of deliberation outside of public meetings.
- Best practice is to send e-mail messages to the Superintendent's Assistant and to be forwarded to the Board and Superintendent.
- The Board President or Acting President will respond to e-mail and correspondence sent to the Board as a whole.
- Trustees who choose to respond to e-mail or correspondence must make it clear that they are not speaking for the Board. Only the President or Acting President may speak for the Board.

Board Decisions

- Board decisions should take place in an open, transparent fashion at a posted public meeting, with an opportunity for all trustees to have input during deliberation.
- Once a vote has been taken, all trustees should support the decision.