

BYLAWS



WYANDOTTE PUBLIC SCHOOLS

Bylaws, Policies & Procedures

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INTRODUCTION

Name and Legal Status

The legal name of the School District is the School District of the City of Wyandotte, more commonly known as Wyandotte Public Schools. The School District is a Michigan general powers school district within the meaning of the Michigan Revised School Code (RSC), MCL 380.1 *et seq.*

The Board of Education

The School District is governed by the Board of Education (the Board). A principal function of the Board is to adopt Bylaws and Policies that are reasonable and necessary to guide present and future Board and School District decision making and operations. The adoption, amendment or repeal of Bylaws or Policies requires the vote of a majority of the Board members elected and serving.

Bylaws and Policies supplement the wide body of federal and state statutory and regulatory law that applies to public school districts in the State of Michigan. Federal and state laws supersede these Bylaws and Policies, to the extent of any inconsistency. The Board has determined that it is not reasonable or necessary to attempt to replicate statutes or regulatory law in these Bylaws and Policies.

The Superintendent of Schools

The Board will, at all times, employ a Superintendent of Schools in conformity with the RSC and other applicable laws. The Superintendent will serve as the School District's chief administrator and is responsible for the development and implementation of procedures that give operational effect to the Board Policies. Procedures are to be consistent with these Bylaws and Policies and, except as otherwise agreed by the Board, will not be effective for a period of one month from the date they are provided to the Board.

The Board has adopted these Bylaws to define the manner in which the Board meets, operates and conducts its business. Bylaws are intended to provide for the Board's own internal governance, providing the basic framework for Board operations.

1000.01**Organization and Functioning of the Board**

Composition The Board of Education is comprised of seven (7) members, elected or appointed in accordance with the RSC and the Michigan Election Law.

Term of Office The term of office of each member is four (4) years.

Oath of Office Newly elected, reelected and appointed members of the Board will take the required oath of office before being seated.

Duties and Responsibilities of Board Members Board members are elected to serve the interests of the School District and the entire school community. These interests may not be subordinated to any partisan principle, group or interest. Board members are expected to be and remain informed about issues that may come before the Board for decision. Regular attendance at Board meetings is necessary to fulfill the obligations of a Board member.

Role of Individual Board Members The Board acts as a whole, and only at properly convened Board meetings. An individual Board member lacks independent authority and may not act for or on behalf of the Board unless specifically delegated authority by the Board to act in a particular instance.

Confidentiality In their capacity as a member of the Board, members may receive information that is not available to the general public. This includes information that is received during a closed session of the Board. In order for the proper functioning of the Board, an individual Board member will not share confidential information without the prior authorization of the Board or as required by law.

Vacancies In the event of a vacancy on the Board, the Board may, pursuant to the Michigan Election Law, appoint an eligible person to fill the position. The appointed person will serve until a successor is elected at the next regular School District election and the elected person takes office.

New Members Board service requires considerable preparation and study. New Board members are strongly encouraged to participate in orientation and educational activities to acquaint themselves with the duties and responsibilities of a Board member.

Election of Officers of the Board The President, Vice President, Treasurer and Secretary of the Board will be elected at the Board's annual organizational meeting. The vote of a majority of the Board members elected and serving will be necessary for election to these offices. The elected officers will hold office for one year, and continue in office until their successors are chosen and take office. Board officers are eligible for reelection to their office.

President The President of the Board will preside at all meetings of the Board and conduct meetings in the manner prescribed by these Bylaws. The President will prepare the agenda for Board meetings in consultation with the Superintendent and may perform such other tasks as are reasonably necessary to facilitate Board meetings.

The President, or designee, functions as the official spokesperson for the Board. The President will be the official recipient of correspondence directed to the Board and will provide copies of School District related correspondence to all other Board members and, in his/her discretion, to the Superintendent. Board members who receive School District related correspondence that was not addressed to the President will promptly provide a copy to the President.

The President will sign all papers and documents required by law or otherwise authorized by action of the Board.

The President, on behalf of the Board, is authorized to consult with the Superintendent and/or School District legal counsel prior to presentation of an issue to the full Board.

The President may appoint members to those temporary committees required by law or established by Board policy or resolution, such as committees for expulsion, readmission and grievance hearings.

The President or designee will hold a permanent official seat with vote, on the Wyandotte Public Schools Foundation, according to their Bylaws.

The President will serve as Legislative Liaison to the Wayne County Association of School Boards, Chairperson of the Board of Education Strategic Planning Committee and take such other actions as may be required by law or Board policy or resolution.

Vice-President The Vice-President will have the powers and duties of the President during the temporary absence or disability of the President and such other powers and duties as the Board may determine by policy or resolution. The Vice-President will also serve as a member of the Board of Education Strategic Planning Committee.

Treasurer The Treasurer of the Board will sign all School District documents required by law or otherwise authorized by action of the Board and perform other duties required by law and/or assigned by the Board. In addition, the Treasurer will: ensure that the District's business manager is bonded in an amount the Board may determine, the cost of which will be borne by the District; ensure the Board of Education monitors the District's business manager, who serves as the official custodian of all District funds; see that his/her signature appears on all checks of the general fund, building and site fund and payroll checks; serve as a member of the Board of Education Strategic Planning Committee; and, delegate his/her duties to the extent they may be appropriately handled by the Superintendent or designee.

Secretary The Secretary of the Board will be responsible for taking and keeping the Board minutes in conformity with applicable legal requirements and performing such other duties as may be required by law or as the Board may require by policy or resolution. In addition, the Secretary will: as required by law or Board policy or resolution, sign all official documents required to conduct the business of the District; act as the custodian of the records of the Board of Education; cause notices to be posted of all Board meetings, as required by law; cause minutes of Board meetings to be created, submitted to the Board and published in the manner required law or Board policy or resolution; and, delegate his/her duties to the extent they may be appropriately handled by the Superintendent or designee.

Vacancies in Officer Positions In the event of a vacancy in a Board office, the Board will elect a successor to serve for the balance of the term.

Removal from Office The Board may remove a person from an elected Board office by a majority vote of the serving members. Removal from an office does not constitute removal from the Board.

Compensation Board members will not be compensated for attending Board meetings, including meetings of any Board-created committee to which the member has been appointed.

Reimbursement of Expenses Board members will be reimbursed for actual and necessary expenses incurred in the discharge of their official duties, as well as for attending Board approved activities and functions. Board members are expected to exercise good judgment, and ensure that expenditures incurred are reasonable, necessary, and in the best interest of the School District. Board members will not be reimbursed for entertainment expenses or the purchase of alcoholic beverages.

Indemnification The School District will indemnify the Board and individual Board members to the extent permitted by law. The School District will also purchase and keep in effect insurance policies for the defense and indemnification of the Board and individual Board members.

Conflict of Interest Board members are expected to conduct themselves in a manner that does not create or give the appearance of a conflict of interest prohibited by law.

If a member of the immediate family (father, mother, husband, wife, son, daughter, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, or step-family members) of a newly elected Board member is already an employee of the District, such Board member shall abstain from voting on any matter affecting the employment status of the employee.

Discipline and Removal By a majority vote, the Board may censure an individual Board member or members for violating federal or Michigan law, these Bylaws or Board policy, or otherwise acting in a manner inconsistent with the office of a Board member. By a majority vote, the Board may petition the Governor to remove an individual Board member or members from office for gross neglect of duty, corrupt conduct in office or any other misfeasance or malfeasance in office, as set forth in Section 1107 of the RSC.

WYANDOTTE PUBLIC SCHOOLS
PROCEDURES
Board Member Professional Development

1000.01

The Board of Education for the School District of the City of Wyandotte, recognizes the need for and the importance of continuing in-service training and education for all Board Members as a part of their official duties. To that end, the Wyandotte Board of Education recommends that each Board Member will become certified through the Michigan Association of School Board Member Award Program, or other approved Board Member educational development program, during a member's first four years of office. Once a Board Member achieves certification, s/he should continue with Board Member in-service training.

A Board Member's actual and necessary expenses shall be paid for or reimbursed in accordance with Policy, Bylaws and Procedures on Board reimbursement.

PROCEDURES**Board Position Vacancies**

Board member vacancies shall be filled within 30 days from the effective date of a resignation or other event (except a vacancy occurring by recall election), which causes a vacancy to exist. The vacancy shall be filled with a legally qualified person who is appointed by a majority vote of the remaining members of the Board at a regular or special meeting of the Board.

Persons appointed to fill a vacancy shall file acceptance of the office, including an affidavit of eligibility, with the Secretary of the Board, and shall take the oath of office prescribed by law. The appointee shall hold office until the next annual school election.

If a majority of the positions are vacant at the same time, the remaining members shall immediately call a special election to fill the vacancies.

Resignations are effective without acceptance or approval by the Board.

Process

When a vacancy on the Board occurs, the Board, in filling the vacancy, may use the following procedures:

- a. The Board President, through public announcements shall make known the vacancy has occurred and those persons interested in being considered for appointment should notify the Secretary of the Board by the deadline established by the Board.
- b. The Board shall establish the criteria to be applied in making the appointment.
- c. The full Board shall review and screen applications to determine which candidates should be further considered for appointment. Screening by the full Board shall be done in public session unless the candidate requests confidentiality, as provide in State law.
- d. Those candidates screened for further consideration shall be interviewed by the Board in public session.
- e. The Board, by roll call vote of a majority of those elected or appointed, and serving, shall determine which candidate shall be appointed to fill the vacancy.

PROCEDURES

Board Position Vacancies

Appointment Application – Candidate Information

Board members receive no compensation and board service requires commitment to approximately 20 plus meetings per year as well as involvement in continuous training and advocacy opportunities. An individual board member has no legal power. The work of school boards is completed primarily through majority vote during public meetings and includes improving student achievement through policymaking, designating a superintendent, strategic planning, and financial stewardship.

Name: _____

Resident Address: _____

City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Date of Birth: _____

City of: _____ County of _____

Resident of County for _____ Years Resident of Michigan for _____ Years

I am a citizen of the United States: Yes _____ No _____

(You must be a United States citizen to seek office)

I am registered and qualified to vote at the address listed above: Yes _____ No _____

PROCEDURES**Board Position Vacancies**

Board of Education Members are subject to the following Policies which address Conflict of Interest with Board Members, and are posted online as noted (1000.01 – Organization & Functioning of the Board/Conflict of Interest) for review prior to making application. The Board Bylaws, Standards of Practice and all Board Policies are available for review on the District website at: <http://www.wyandotte.org/our-district/board-of-education/board-policies>

Please explain any areas of disclosure relative to these policies:

I wish to be considered for appointment to the Wyandotte Public Schools Board of Education.

Signature

Date

PROCEDURES**Expense Reimbursement for Board Members**

Board Members shall be reimbursed for actual and necessary expenses incurred in discharging their official duties and in performing functions authorized by the Board, as permitted by these Procedures.

The following specific categories of duties and functions are approved as reimbursable expenses:

1. Educational conferences and business meetings, including registration fees and expenses incurred for attendance at Board approved education-related conferences, seminars, continuing education classes, and workshops at the local, state, and national levels. Expenses include costs of travel, lodging, and meals where these expenses are directly related to attendance at the conference, seminar, class, or workshop, subject to the following limitations:
 - a. Lodging: Payment will be based upon the rate for single occupancy. Reimbursement will be based on the most reasonable, economical means.
 - b. Meals: Will include breakfast, lunch and dinner when directly related to the educational-related conference. If meals are included in the price of the workshop/conference, Board Members will not be reimbursed for separate meals. Reimbursement will be based on the most reasonable, economical means and will not include alcohol, personal entertainment or spouse/family expenses.
 - c. Travel: Air travel at coach/tourist rate; automobile mileage at the IRS approved rate. Approval of travel reimbursement will be based on the most reasonable, economical means.
2. County and regional education-related association or intergovernmental meetings.
3. Attendance at educational or civic programs and functions where the Board Member is designated as the Board's official representative, delegate, or spokesperson. This category does not include political activities of any kind.
4. To receive reimbursement, a Board Member shall submit to the District's Business Office an expense voucher and supporting receipts or other evidence to verify each expense incurred.
5. Expenses of spouses and other family members accompanying Board Members in discharging their official duties or performing authorized functions are not reimbursable.

As required by Law (MCL§388.1764b) the Board must vote on the approval of any reimbursement of an expense claimed by a Board Member.

Effective Date: September 6, 2015

1000.02

Meetings of the Board of Education

Michigan Open Meetings Act The Michigan Open Meetings Act (OMA), MCL 15.261 *et seq.*, governs many aspects of Board of Education meetings and permit closed meetings in certain cases. These Bylaws supplement the requirements of the OMA.

Annual Organizational Meeting An organizational meeting will be held annually during the month of July. The business of the meeting will include:

- the swearing in of newly elected and/or reelected Board members;
- the election of Board officers; the establishment of a schedule of regular Board meetings for the following year; and
- such other business as the Board may choose to address.

Regular Meetings Regular meetings of the Board will be held in accordance with the schedule established by the Board at the organizational meeting. The agenda for each regular meeting will be developed by the President of the Board in consultation with the Superintendent.

Special Meetings Special meetings of the Board may be called by the President or any three (3) Board members by providing not less than 24 hours notice to all Board members. The notice to Board members and the public shall be consistent in manner and form with the requirements of the OMA.

Meeting Procedures

Quorum. Unless otherwise required or permitted by law, a majority of the serving members will constitute a quorum.

Voting. Unless otherwise required or permitted by law, the affirmative vote of a majority of the serving Board members is required to exercise the Board's authority.

Guidelines for Public Participation at Board Meetings. The Board will publish guidelines concerning public participation at Board meetings. The guidelines will include, but not be limited to:

- Limiting the total time to be devoted to public participation, but such limit will not apply in a circumstance where any individual would be denied an opportunity to address the Board.
- Limiting the time any individual may address the Board.

- Requiring individuals who wish to address the Board to identify themselves, and any organization they may represent.
- Advising the public that, generally, the Board and individual Board members will not directly respond to comments or questions that arise during the public participation portion of the meeting.
- Requiring individuals who wish to address the Board to direct their comments to the entire Board and not to individual Board members, the Superintendent, other School District employees or members of the audience.
- Prohibiting behavior that is intemperate, abusive, defamatory or discourteous or that otherwise interferes with the orderly conduct and timely completion of the Board meeting.
- Excluding from the meeting an individual who engages in conduct that constitutes a breach of the peace.

Rules of Order. Disagreements concerning the rules of order for a meeting will be resolved according to the latest edition of *Robert's Rules of Order*. The Board may, however, suspend the Rules for a particular meeting or vote by action of a two-thirds (2/3) vote of those members present.

Suspension or Waiver of the Bylaws. Bylaws may be suspended by general consent or a two-thirds (2/3) vote of the Board members present at a properly constituted meeting. The suspension will apply to a particular instance and matter only and will not otherwise be applicable to subsequent actions or events.

PROCEDURES**Board Meeting Rules**

The Board of Education, a legally constituted, elected body, believes that to effectively function, it must have clearly defined rules and procedures by which to conduct the business of the School District.

I. ACTIONS by the BOARD

The official business of the School District which the Board is authorized to perform, shall be conducted only at a public, duly called meeting, with appropriate notice given as provided by law, and in particular Act No. 267 of the Michigan Public Acts of 1976. No action shall be valid unless voted on at a meeting by a majority vote of the members elected to and serving on the Board and a proper record made of the vote.

A proper record of Board proceedings shall be kept and signed by the Secretary. In the absence of the Secretary, the President shall appoint a temporary Secretary who shall sign the minutes of the meeting. The Vice-President shall act in the absence of the President.

A meeting is defined as any gathering for the purpose of discussing school business which includes enough members of a public body to constitute a quorum, excepting gatherings for the purpose of adopting a non-policy-making tribute or memorial, or those of a social or chance nature not designed to circumvent the intent of Act No. 267 of the Michigan Public Acts of 1976. Deliberations concerning Board business shall not take place at such gatherings.

II. MEETINGS**A. Annual Organizational Meeting**

The Board shall be organized at a meeting held in July each year. The Board shall adopt a regular monthly meeting schedule by a vote of a majority of the members at the organizational meeting. There shall be posted at the principle office of the Board, the principle office of the School District, and other appropriate places, a notice of the schedule of meetings within ten (10) days after the organizational meeting. The notice, and all public notices of meetings, shall include the name, address, and telephone number of the Board and the date, time, and place of the meetings.

B. Regular Meetings

Regular monthly meetings shall be held at Wyandotte City Hall, 3200 Biddle Avenue, Wyandotte, MI 48192, unless otherwise determined by the Board. The schedule of regular meetings or a regular meeting date may be changed at any meeting by a majority vote of the Board. Public notice of meeting schedule changes shall be posted within three (3) days following the meeting at which the schedule is changed. Public notice of a change in a regular meeting date, time, or place, shall be posted at least eighteen hours prior to the meeting.

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Revised: August 28, 2017

PROCEDURES**Board Meeting Rules**

C. Special Meetings

A special meeting of the Board may be called by the President or by any other two members of the Board by mailing a written notice to each member at least 72 hours before the time of the meeting, or by delivering the written notice to members personally, or by leaving the notice at each member's residence with a person of the household or emailing at least 24 hours before the meeting is to take place. Public notice of special meetings shall be posted at the principle office of the Board, the principle office of the School District, and at the appropriate places at least 18 hours prior to the convening of the meeting.

D. Closed Sessions

The Board may meet in closed session only for the following purposes:

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a member, employee, or individual agent, when the named person requests a closed hearing.
2. To consider the dismissal, suspension, or disciplining of a student when the student or the student's parents (or guardian) request a closed hearing.
3. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
4. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
5. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Board.
6. To review the specific contents of an application for employment or appointment to public office when the candidate requests that the application remain confidential. However, all interviews by the Board for employment or appointment to public office shall be held in an open meeting.
7. To consider material exempt from discussion or disclosure by State or Federal Statute.

Except for the purposes identified in items 1, 2, and 3, a two-thirds, open meeting roll call vote of the members elect is required to call a closed session and the purpose or purposes for the closed session shall be entered in the minutes of the meeting at which the vote is taken. The closed session shall be recorded in separate minutes which shall not be a matter of public record except as provided in P.A. 267. The minutes shall include the time, date, and place of meeting; members present and members absent; the purpose or purposes for which the closed session is called; a brief summary of the discussion; and an indication that only matters for which the meeting was called were discussed. No vote shall be taken during closed session on matters considered in closed

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PROCEDURES**Board Meeting Rules**

session. Any action taken on such matters shall be taken in a public meeting and recorded in the minutes of that meeting.

E. Emergency Meetings

The Board may meet in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members elect decide that delay would be detrimental to efforts to lessen or respond to the threat.

III. PROCEDURES FOR MEETINGS**A. Time and Place**

Regular meetings of the Board shall be held at Wyandotte City Hall, 3200 Biddle Avenue, Wyandotte, Michigan 48192. The date, time, or place may be changed at any meeting without inclusion of such an agreement in the agenda and minutes of the preceding regular monthly meeting. Changes in date, time, or place shall be posted by the Secretary in accordance with the provisions established in IIB, of these Procedures.

B. Notification to Members

No notification of regular meetings is required beyond the emailing, mailing or delivery of the agenda for the meeting. Members of the Board shall be informed of the date, time, and place of any special meeting by written notice mailed not less than 72 hours prior to the meeting or by delivery of said notice to members personally or by leaving the notice at each member's residence with a person of the household or emailing at least 24 hours prior to the meeting.

C. Agenda

The agenda for a regular meeting shall be prepared by the Superintendent, with the advice of the President and mailed or delivered to the members of the Board at least three days before the date of the meeting. Board members' agenda shall be accompanied by the unapproved minutes of regular meetings, those minutes of special meetings which are available, superintendent's recommendations, and other materials pertinent to items on the agenda or which may be useful to the members.

D. Special Meeting Agenda

The agenda for a special meeting shall, time permitting, meet the requirements as to preparation and delivery as provided for regular meetings.

PROCEDURES**Board Meeting Rules**

E. Order of Business

The order of business shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Recognition
5. Reading of Minutes
6. Special Orders and Reports
7. Hearing of the Public
8. Action Agenda
9. Committee of the Whole/Discussion*
10. Consent Agenda
11. Announcements
12. Executive Session (as needed)
13. Adjournment

*If something is moved to the Action Agenda the same night because of time constraints, a public hearing must be held on that item only prior to the item being acted upon.

F. Voting Method

Roll call votes may be called for at the discretion of the President or may be requested by any member. Any vote for the purpose of calling a closed session shall be by roll call vote. All roll call votes shall be recorded and included in the minutes of the meeting. Any member may abstain from voting for cause and may request his reason for abstaining be recorded in the minutes. Any member may request an explanation of his/her vote be recorded in the minutes.

G. Minutes

The Secretary of the Board shall keep minutes of every meeting of the Board. The minutes shall include the date, time, place, members present, members absent, all decisions made at open meetings and the purpose or purposes for which closed sessions are called, all roll call votes and a reference to reports presented and items discussed when no action is taken; and the name, address and topic of each person speaking at the Hearing of the Public sections during the meeting. Proposed and approved minutes of an open meeting of the Board are public records open to public inspection. Copies of proposed minutes of an open meeting shall be provided upon request to members of the public within eight (8) business days of the meeting and copies of approved minutes within five (5) business days of the meeting at which they were approved.

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PROCEDURES**Board Meeting Rules**

H. Public Participation in Meetings

All meetings of the Board shall be open to the public. A person shall not be required as a condition of attendance at a meeting to register or otherwise provide his/her name or other information or fulfill a condition precedent to attendance. Any person shall be permitted to address the Board under agenda item "Visitors". S/he shall be recognized by the President. Give his/her name, home address, and the issue or agenda item upon which comments will be made. The Board, at its discretion, may alter the order of business to permit communications from the public at other times during the meeting.

In cases where individuals or groups desire to appear on the printed agenda of the meeting for the purpose of addressing the Board, a written request must be received by the President of the Board or the Superintendent's office not later than five (5) days prior to the date of the meeting. However, time shall be set aside during "Visitors" portion of each regular meeting to receive expressions from the public. Persons may be excluded from attendance at open meetings only for a breach of the peace committed at the meeting. The rules for public participation in meetings adopted by the Board shall be posted at the Administration Building located in the School District and are as follows:

1. The public participation portion of the meeting is limited to one-half (½) hour, but an exception will be made, if necessary, so that no one's right to address the Board will be denied.
2. Each person will be allowed to speak for up to five (5) minutes, except where the number of speakers exceeds the time limit. In those instances, the President of the Board of Education may either reduce the five (5) minute limit to a three (3) minute limit for each speaker or the Board of Education may waive the one-half (½) hour limit.
3. Each person wishing to address the Board of Education must identify himself or herself by name and address. If the person is representing an organization or group, the person should indicate whether the comments or presentation represents the official view of the organization or group.
4. If a delegation is present to address the Board, the delegation may select up to five (5) spokespersons to speak on its behalf, for a total of not more than fifteen (15) minutes.
5. All written statements should be given to the Secretary of the Board of Education, so that copies may be made available to members of the Board. All written statements and documents presented by an individual or group to the Board of Education during the meeting are considered public documents.
6. Individuals addressing the Board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a School Board Member or School District Employee which are totally unrelated to the manner in which the Board Member or Employee perform his or her duties. If the comments constitute a complaint

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PROCEDURES**Board Meeting Rules**

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- against a Board Member or Employee, the Board Member or Employee has the right to request a closed meeting.
7. Board of Education members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such issues will be referred to the Superintendent for investigation, study, and recommendation or designated as future agenda items for Board of Education consideration.

I. Work Sessions

The Board may devote a part of each regular or special meeting, or schedule a work session, for the purpose of receiving information and discussing matters pertaining to the School District through presentations, discussing special projects, or other matters. Such sessions shall be open to the public, and notice of such, properly posted and minutes taken.

J. Board Committees

Standing or Ad Hoc Committees appointed by the Board which are by resolution directed to exercise any of the Board's "governmental or proprietary function" shall be considered a public body and shall meet all of the requirements of P.A. 267 of Public Acts of 1976 in regard to holding open meetings, giving public notice, taking minutes and conducting of meetings. The Strategic Planning Committee will be comprised of all Board Members and shall meet one time per semester of each school year.

1000.03**Board Member Ethics Policy**

Board Members shall:

- Remember always that my first and greatest concern must be the educational welfare of the students attending our schools;
- Delegate authority for the administration of the schools to the Superintendent and work with other Board Members to establish effective policy;
- Attend all scheduled Board meetings insofar as possible and prior to meetings become informed concerning the issues to be discussed at upcoming Board meetings;
- Meet responsibilities by making policy decisions only after full discussion of the issues at publicly held Board meetings;
- Encourage the free expression of opinion by all Board Members, and seek systematic communications between the Board, students, staff and all elements of the community;
- Communicate to other Board Members, and the Superintendent, public reaction to Board policy and District programs;
- Become informed 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;
- Support the employment of those persons best qualified to serve as District staff and insist on a regular impartial evaluation of all staff;
- Avoid being placed in a position of conflict of interest and refrain from using the Board position for personal or partisan gain;
- Take no action that will compromise the Board or the District's staff and respect the confidentiality of information that is privileged under applicable law.
- During Board Meetings, express their personal opinions but, once the Board has acted, accept the will of the majority;

- While participating in social media, be clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board;
- Shall, in maintaining the dignity of the office, respect and obey the law, demonstrate personal integrity, and exemplify good moral character.

1000**BYLAWS****1000.04****Amendment of Bylaws**

The procedures for amending these Bylaws are identical to those for adopting or modifying Board policies.