

1000	BOARD BYLAWS
1001	Introduction & Information
	Nominating Petition
	Registration of Voters
	Special Elections
	Advice of Legal Counsel
	Voting Precincts
	Election Inspectors
1005	District Authority
1010	District Legal Status
1015	District Mission Statement
1020	Bylaws
1030	Membership
	Term of Office
1032	Powers and Duties
	Functions of the Board
1040	District Goals and Objectives
1115	Acceptance of Office
1150	Board Officers
	President
	Vice-President
	Secretary
	Treasurer
	Duties of Trustees
1152	Election of Officers and Length of Term
1155	Removal of a Board Officer from Office
1160	New Member Orientation
1162	Board Member Development Opportunities (Cf. 1168)
	Board Certification
1167	Compensation

- 1168 Reimbursement for Expenses
- 1170 Board Position Vacancies
  - Process
- 1175 Vacancies in Office
- 1180 Board Advisory Committees
  - Advisory Committees
  - Meeting Structure
- 1185 Board-Superintendent Relations
- 1190 Professional Services
- 1191 Attorney
- 1220 Consultants
- 1260 Board Recognitions
- 1300 Meetings
  - Organizational
    - SN The organizational meeting of the Board, usually once a year, when the Board elects its officers.
  - Regular
  - Special Meetings
  - Emergency Meetings
  - Information/Work/Study Sessions
  - Adjourned Meetings
- 1320 Agenda
  - Consent Agenda
- 1322 Order of Business
- 1330 Rules of Order
  - Amendment/Suspension of Bylaws and Policies
  - Quorum
- 1350 Voting Method
- 1360 Minutes
- 1370 Public Participation
  - Handling of Complaints (Cf. 9450)
- 1375 Mailing of Notices and Documents to the Public
- 1400 News Coverage
  - Broadcasting and Taping
  - Reporting Board Meetings
  - Cameras
  - Recording Devices
- 1410 Closed Sessions

- 1510 Bylaw and Policy Development System
  - Draft Writer
  - Attorney Involvement
  - Staff Involvement
  - Community Involvement
  - Student Involvement
- 1550 Bylaw and Policy Adoption
  - SN The official action of the Board that makes new and/or revised policy statements operable.
  - Policy Dissemination
  - SN The periodic assessment by the Board of its existing policies and policy development system.
- 1570 Review of Administrative Regulations
- 1575 Administration in Absence of Policy
- 1580 Suspension of Bylaws and Policies
- 1600 Board Records
- 1650 Board Memberships
  - Liaison with School Board Associations
- 1730 Board Legislative Program
  - Legislative Representative
  - Legislative Presentations
- 1750 Board Self-Assessment/Evaluation
- 1950 Board Member Conflict of Interest, Ethics and Responsibilities

1001 Introduction and Information

Introduction and Information

The Board shall establish programs and procedures, which shall best produce the educational achievement needed by District students within the financial limitations of the District. The Board will function as a legislative body in formulating and adopting policy, by selecting an executive officer to implement policy and by evaluating the results. Further, the Board shall carry out its functions openly, while seeking the involvement and contributions of the public, students and staff in its decision-making processes.

In accordance with these principles, the Board, through its operations, shall seek to achieve the following goals:

1. To function in a non-partisan, broadly representative manner and to emphasize that every Board member should represent open-mindedly the entire District,
2. To concentrate the Board’s collective effort on its policy making and planning responsibilities, and to formulate Board policies that best serve the educational interests of each student,
3. To provide the Superintendent with sufficient and adequate guidelines for implementing Board policies,
4. To maintain effective communication with the school community, the staff, and students; and,
5. To conduct Board business openly, soliciting and encouraging broad-based involvement in the Board’s decision-making processes by public, students, and staff.

Nominating Petition

Candidates for election shall file nominating petitions with the Board Secretary or Superintendent’s office.

Registration of Voters

The District shall be organized as a registration District. Election inspectors, at an annual or special election, shall not permit a person residing in the District to vote whose name is not registered in the township or city in which the person resides.

1001 Introduction and Information

Special Elections

Special elections shall be called by the Board at such time and place as it shall designate and for such purposes as determined by the Board and in compliance with current law.

Advice of Legal Counsel

The Board shall seek the advice of legal counsel concerning the proper procedure for conducting school elections.

Voting Precincts

Voting precincts shall be as designated by the Board.

Election Inspectors

The Board, upon recommendation of the Superintendent, may appoint election inspectors. Members of the Board may NOT serve on the Board of election inspectors.

Approved: November 11, 2002

1005 District Authority

The Board recognizes that many of the subject topics found in this policy manual may be subject to negotiations under the Michigan Public Employment Relations Act. It is not the intent of the Board to, in any way, circumvent the negotiations process; but rather to establish direction and general procedures for the operation of the District as authorized under current law.

Whenever the word “Superintendent” or “Principal” appears in these policies and rules, the words “or designated representative” shall be assumed to follow. The delegation of authority of administrative actions does not relieve the Superintendent of the responsibility of the actions of such designated representatives.

Approved: November 11, 2002  
LEGAL REF: MCL 380.11a

1010 District Legal Status

The legal basis for the Madison School District is vested in the will of the people as expressed in the Michigan Constitution, the statutes pertaining to education, various court interpretations and the powers implied by the above.

The official name of the school District shall be the Madison School District, Lenawee County, and the District shall operate as a general powers school District.

Approved: November 11, 2002

LEGAL REF: Michigan Constitution, MCL 380.11a; 380.601 *et seq.*

1015 District Mission Statement

Madison School, in cooperation with our community, will enable each student to develop his or her full potential to be successful in and ever-changing world.

Approved: November 11, 2002

1020 Bylaws

The exercise by the Board of its powers granted by statute, the conduct of its affairs, and the rights and powers of its members, directors, and officers shall be governed by these bylaws, in accord with the laws of the State of Michigan and the regulations of the Michigan Department of Education.

Approved: November 11, 2002

LEGAL REF: 380.11a (6)

1030 Membership

The Board is composed of seven members serving four-year terms, as elected on the first Tuesday of May or appointed by the Board to fill a vacancy. Terms of office shall be staggered so that two members of the Board are elected annually, with one member being elected every fourth year.

A ballot question for changing the number of Board members may be placed on the ballot by action of the Board or by petition submitted by school electors as provided under Michigan election law (MCLA 168301 to 168.315).

A special election may be called by the Board as provided under Michigan election law (MCLA 168301 to 168.315).

Term of Office

The term of office of a Board member shall begin on July 1 following the May election, or immediately upon Board appointment. The term of a Board member shall end on June 30 of the year his/her term expires.

Revised: January 11, 2010  
LEGAL REF: MCL 380.11a (7)

1032 Powers and Duties

The Board shall act as a legislative body and shall appraise the work and programs of the District.

The Board shall observe and enforce the rules and regulations of the Michigan Department of Education affecting the operation and maintenance of a general powers school District.

Functions of the Board

The Board considers its most important legal functions fall into the following categories:

1. Legislative or Policy Making - The Board is responsible for the development of bylaws and policy, and for the employment of a Superintendent who shall carry out the Board's policies through the development and implementation of regulations.
2. Educational Planning and Appraisal - The Board is responsible for acquiring and requiring reliable information from responsible sources which shall enable it to make the best possible decisions about the scope and nature of the educational program. The Board is responsible for requiring appraisals of the results of the educational program.
3. Staffing and Appraisal - The Board is responsible for employing a Superintendent of schools and the staff necessary for carrying out the instructional program, for establishing salaries and salary schedules and other terms and conditions of employment, and for establishing personnel policies District-wide in application. The Board is responsible for appraising the effectiveness of its staff by providing for their regular evaluation.
4. Financial Resources - The Board is responsible for adopting a budget that will provide the financial basis for buildings, staff, materials, and equipment that will enable the District to carry out the educational program. The Board is responsible for exercising control over the finances of the District to assure proper use of and accounting for all District funds.
5. School Facilities - The Board is responsible for determining school-housing needs, for communicating these needs to the community, for purchasing and disposing of properties, and for approving building plans that will support and enhance the educational program.

1032 Powers and Duties

6. Communication with Public - The Board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself informed about the wishes of the public.
7. Judicial - The Board is responsible for acting as a “court of appeal” for school staff members, students and the public when issues involve Board policies and their fair implementation.

The Board may exercise the above legal powers and duties only when convened in a legally constituted meeting.

Approved: November 11, 2002

LEGAL REF: Michigan Constitution, Article VIII; MCL 380.10, 380. 11 *et seq.*

1040 District Goals and Objectives

It is the desire of the Madison Board of Education to provide learning experiences that will satisfy the intellectual and occupational goals of all students who attend Madison School. Thus, the following comprise the overall goals of the Madison School system.

1. Develop Mastery of Basic Skills - Promote the acquisition of basic comprehension, communication, and computation skills to the greatest extent possible for each student.
2. Develop a Positive Self-Image - Respond to each student's need to develop a positive self-image and cultivate within students the ability to determine, understand, and examine their own capabilities, interests, and goals.
3. Develop Skills of Constructive and Critical Thinking – Foster skills of constructive and critical thinking, in order to enable each student to deal effectively with situations and problems in an independent, self-fulfilling, and responsible manner.
4. Develop Respect for Others and the Law - Promote the development of students who are mature, responsible citizens with respect for the rights of others and the law.
5. Provide Life-Long Learning Skills - Promote eagerness for learning that will encourage each student to take advantage of educational opportunities beyond formal schooling.
6. Gain Knowledge and Experience in Careers and a Personal Responsibility for Career success - Provide all students with the opportunity to select and prepare for careers of their choice, consistent with their capabilities, aptitudes, desires, and the needs of society.
7. Provide Knowledge and Experience in Natural Sciences, Social Sciences, Humanities, and Creative and Fine-Arts.
8. Provide Understanding of Value Systems, Cultures, Customs, and Heritage.
9. Provide for Each Student a Knowledge and Understanding of Social Skills, so that he/she is prepared to participate responsibly and successfully in an ever-changing society.
  - A. Learn to value human differences.
  - B. Understand current social issues.
  - C. Participate responsibly in society and government.
  - D. Promote a society of equal-human rights.
  - E. Learn to develop effective, interpersonal relationships.

1040 District Goals and Objectives

10. Provide an Understanding of the Responsibilities of Family Living - Develop an awareness of, and an appreciation for, the needs and responsibilities of the family unit in our society.
11. Gain Knowledge and Understanding of the Environment - Develop within students respect for and appreciation of the maintenance, protection, and improvement of the environment.
12. Develop Positive Health Habits and Physical Skills.
13. Provide a Strong Extra-Curricular Program - Develop opportunities for all students to become involved in clubs, athletics, school programs, and activities that will aid in their overall development and provide additional learning and growing experiences.
14. Encourage the Development of Meaningful, Professional, Interpersonal Relationships among Students, Staff, and Community.
15. Ensure That Students, Staff, and Parents Are Afforded Opportunities for involvement in the development and Evaluation of Programs and Policies.
16. Strive for Maximum Efficiency in the Use of District Resources.

Approved: November 11, 2002

1115 Acceptance of Office

The Board Secretary shall notify each member-elect of his/her election within five days after the election.

Prior to assuming membership on the Board and within ten days of receiving a certificate of election, each newly-elected Board member shall file an acceptance of office as well as an affidavit of eligibility and shall take the oath of office as prescribed by law.

Revised: January 11, 2010

LEGAL REF: MCL 380.1010, 380.1102, 600.1440

1150 Board Officers

The officers of the Board shall be President, Vice-President, Secretary, and Treasurer.

President - Duties

The President shall:

- Preside at all meetings of the Board;
- Countersign orders legally drawn by the Secretary upon the Treasurer for money to be disbursed on behalf of the District;
- Cause an action to be prosecuted in the name of the District on the Treasurer's bond in the case of a breach of a condition of the bond;
- Perform other duties appropriate to the duties of the office of President in the management of the District.

Vice President – Duties

- Preside at Board meetings when the President is unable to attend;
- Perform other duties appropriate to the duties of the office of Vice President;

Secretary - Duties

- Be the chief election officer of the District and may delegate this duty to other members of the District's staff;
- Act as clerk at meetings of the Board;
- Record and sign the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books;

Treasurer - Duties

- Cause a record book to be kept in which money received and disbursed shall be entered, the sources from which money is received, and the person to whom and the objects for which money is paid;
- Present the Board at the close of the school year a written report containing a statement of money received during the year and of each disbursement made;
- Perform other duties required by law or by the Board.

Duties of Trustees

- Administer oaths;
- Have care and custody of all school property.

Approved: November 11, 2002

LEGAL REF: MCL 380.11a

1152 Election of Officers and Length of Term

Election of Board officers shall occur at the annual organizational meeting of the Board. The length of term for Board officers shall be one year from the Board's organizational meeting to the following Board organizational meeting.

The Superintendent shall chair the organizational meeting until a President is elected.

Revised: January 11, 2010  
LEGAL REF: MCL 380.11a

1155 Removal of a Board Officer from Office

The Board may remove a member from a Board officer position for cause and shall elect another Board member to the office.

Approved: November 11, 2002

LEGAL REF: MCL 380.11a

1160 New Member Orientation

Newly elected members of the Board shall be invited to attend all meetings of the Board prior to the time they officially take office. Newly elected and newly appointed Board members shall be encouraged to attend workshops for new Board members sponsored by the Michigan Association of School Boards.

Present members of the Board and the Superintendent shall conduct an appropriate orientation program designed to acquaint new Board members with the District, Board policy, duties, responsibilities and other activities.

Newly elected Board members shall receive copies of all agenda, reports and other communications normally received by regular Board members except information or material of a confidential nature.

Approved: November 11, 2002  
LEGAL REF: MCL 380.11a

1162 Board Member Development Opportunities (Cf. 1168)

The Board recognizes the need for continuing in-service training and education and encourages the participation of all members at these specific categories of activities as a part of their official duties: conferences, workshops, in-service programs, and conventions, at the local, regional, state and national levels.

The Board shall also conduct a least one annual Board professional development activity. The program shall be held on school premises, or at another site within the county, and all Board members will be expected to attend the program.

In situations where a Board member holds a state or national office in a School Board Association, or has been asked or appointed to serve a School Board Association at the state or national level, the Board shall budget for the additional expenses as agreed to prior to the beginning of each fiscal year.

The Board shall periodically review available in-service opportunities and determine the number of persons attending specific events.

The President and Superintendent may bring recommendations to the Board on such matters for final determination.

Funds for participation at all activities shall be budgeted for on an annual basis.

Board Certification

The Board encourages Board members to earn the certified Board member award (CBA) through the Michigan association of school Boards Board Member Award Program.

Revised: December 8, 2008  
LEGAL REF: MCL 380.11a; 380.1254; 388.1764b

1167 Compensation

Members of the Board shall be compensated on an annual basis at the final regular meeting of the fiscal year as follows:

President	\$500.00
Vice President	\$400.00
Secretary	\$400.00
Treasurer	\$400.00
Trustees	\$400.00

The salary of any member serving only a portion of the fiscal year will be prorated.

Approved: November 11, 2002  
LEGAL REF: MCL 380.11a

1168 Reimbursement for Expenses

Board members shall be reimbursed for actual and necessary expenses incurred as a result of attendance at Board-approved workshops, seminars, conferences, or conventions.

To receive reimbursement for an expense listed in this policy, an expense voucher, together with supporting receipts or other evidence of actual expenses, shall be submitted to the District business office for processing. Payment will be made after the Board approves the reimbursement.

Expenses for spouses accompanying Board members are not reimbursable.

Approved: November 11, 2002  
LEGAL REF: MCL 388.1764b

1170 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, shall use the following procedures:

- (a) The Board, through public announcements in the news media, shall make known the vacancy has occurred and those persons interested in being considered for appointment should notify the Secretary of the Board or the Superintendent 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, or a committee appointed by the 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 provided in state law;
- (d) Those candidates screened for further consideration shall be interviewed by the Board in public session; and
- (e) The Board, by roll call vote of a majority of those elected and serving, shall determine which candidate shall be appointed to fill the vacancy.

Approved: November 11, 2002

LEGAL REF: MCL 15.261-15.275 (Michigan Open Meetings Act); 380.1102-1104 as amended by PA 48, 2000; OAG, 1977-1978, No 5262, p 338 (January 31, 1978); OAG, 1983-1984, No 6124, p 36 (February 9, 1983)

1175 Vacancies in Office

In the event of a vacancy in any other Board office, the Board shall fill the vacancy by election at the next regular Board meeting.

Approved: November 11, 2002

1180 Board Advisory Committees

The Board may establish such standing, ad hoc, and advisory committees, as it deems necessary. The type and function of each committee shall be dictated by the needs of the District for the special services of such committee. The President shall appoint all members of all advisory committees. Each committee shall organize itself with assistance from the Superintendent. The Superintendent shall provide appropriate District material to each committee. Board Committees must comply with the relevant portions of the Open Meetings Act.

A line of communication shall be established between each committee and the Superintendent and the Board.

Each committee shall report to the Superintendent and/or the Board as the Board may require by regulation or by procedure.

The Board may dissolve any committee at any time.

Advisory Committees

Advisory committees established by the Board shall: generally have three OR FEWER members of the Board appointed to the committee; have a task specifically defined by the Board; have designated time-lines for reporting to the Board; have no power or authority to act on behalf of the Board unless specifically authorized by the Board; hold hearings only upon approval of the Board; and limit activities and considerations to policy matters and recommendations. All reports submitted to the Board shall contain the date; committee name; members present at committee meetings; and results or recommendations.

In appointing members of advisory committees, the President shall consider the recommendation of the Superintendent and other members of the administrative staff, as well as the recommendations of individual Board members.

As soon as an advisory committee has been appointed, the chair of the committee shall call a meeting of the committee for the purpose of organizing. At said meeting, the chair shall inform the committee of the area of its jurisdiction and the matters the Board wishes the committee to consider in making its recommendations to the Board. The committee shall meet as frequently as it deems necessary to accomplish the mission assigned to it by the Board. It shall be the responsibility of the chair to report to the Board on the progress and activities of the committee.

At the request of the committee or on the initiative of the Superintendent, the Superintendent shall assign such school personnel to assist the committee in its study as the situation warrants. The Superintendent shall exercise his/her discretion in providing such personnel.

1180 Board Advisory Committees

At the request of the committee or at the discretion of the Superintendent, the Superintendent shall make available to the committee such material as the situation warrants and as may be available at reasonable times and at a reasonable cost.

At the request of the committee or upon the initiative of the Board, limited financial assistance may be given to the committee. The Board may request committees to submit budget requests to the Board for approval.

As directed by the Board or upon the initiative of the committee, the committee shall make reports to the Board. The Board shall be furnished with the minutes of each meeting of the committee within ten days following each such meeting. All minutes of said committee will be filed with the Secretary of the Board. Each committee shall submit a report of its activities and accomplishments to the Board at least once every three months.

Whenever, in the opinion of the Board, there is no longer any need for an advisory committee created by the Board, the Board shall dissolve such committee by appropriate Board action. Each member of the committee shall be notified of the Board's action. No committee shall exist longer than one year unless re-appointed by the Board.

Meeting Structure

The following is a recommended order of business which should be followed by each Board appointed or authorized committee: (1) call to order; (2) call the roll (sometimes omitted); (3) present the minutes of the previous meeting (most often sent in advance); (4) state the purpose for holding the meeting; (5) state briefly the program for the meeting; (6) discuss and resolve agenda items as they appear; (7) consider new business; and (8) adjourn the meeting.

Approved: November 11, 2002

LEGAL REF: MCL 15.263; 380.11a; OAG, 1977-1978, No 5183, p 21 (March 8, 1977); OAG, 1977-1978, No 5183A, p 97 (April 18, 1977); OAG, 1977-1978, No 5286, p 403 (March 31, 1978); *Schmiedicke v Clare School Board*, 228 Mich App 259 (1998)

1185 Board-Superintendent Relations

The Board, in all phases of District operations, will endeavor to work through the Superintendent, who shall direct District employees in regard to such operations unless mutually agreed upon between the Board and the Superintendent. The Board shall extend to the Superintendent responsibility for implementing Board policy decisions.

Approved: November 11, 2002  
LEGAL REF: MCL 380.11a

1190 Professional Services

The Board may select and appoint qualified individuals or firms to provide the following professional services for the District: legal, insurance, architectural, and auditing/accounting.

The Board, in its selection and appointment, shall consider the following criteria: Certification and/or licenses; and training and experience, including that of partners and associates.

The Superintendent shall be responsible for gathering appropriate background information and other information as requested by the Board prior to any interviews or decisions by the Board.

Approved: November 11, 2002

1191 Attorney

The Board shall retain a qualified attorney and/or legal firm to handle all legal matters referred by the Board and to receive such compensation as the Board may provide. The duties of the attorney or legal firm shall be as follows:

1. Upon request of the Board President or Superintendent, attend the meetings of the Board and act as counselor;
2. Render a written opinion on a legal question when requested by the Board;
3. Prepare or supervise the preparation of all legal papers and documents which shall be executed by the Board officers; or shall approve same before execution thereof by the officers;
4. Provide such opinions or other legal information to the Superintendent which may be necessary for the immediate or long-range conduct of the District;
5. Represent the District as specifically designated by the Board in litigation to which the District may be a party or in which it is interested;
6. Shall, upon request, represent the Board in the purchase or sale of any real estate;
7. Attend to and act on any matters the Board refers to him/her for supervision, adjustment, and/or disposal;
8. Prepare all questions to be placed upon the ballot for regular or special elections;
9. Periodically provide progress reports to the Board on legal matters referred; and
10. Perform such other services as requested by the Board.

The attorney and the Board shall agree to compensation for duties and services in the retention agreement that shall set forth the annual retainer and supplemental charges.

Only the President or Superintendent are authorized to contact the attorney on legal matters concerning the District. The Board's legal counsel shall not provide personal legal assistance to individual Board members, the Superintendent, or members of the staff unless specifically authorized by the Board.

In any dispute or potential divergence of interests between the Board and Superintendent, the Superintendent shall not utilize the District's counsel to represent his/her interest.

Approved: November 11, 2002  
LEGAL REF: MCL 380.11a

1220 Consultants

The employment of consultants to directly advise the Board shall require approval of the Board. Before making any commitment, the Board may require the submission of a written proposal that can be incorporated into a written contract. The proposal shall detail:

1. The specific objectives to be accomplished by the consultant;
2. The specific tasks to be performed;
3. The procedures to be used in carrying out the tasks;
4. The target dates for completion of the task;
5. The method used to report results to the Board and/or delivery of the “product” to the Board; and
6. The consultant’s compensation, if any.

Neither the Superintendent nor any member of the staff is authorized to engage a consultant to directly advise the Board, for pay, without the prior consent of the Board.

Approved: November 11, 2002

LEGAL REF: MCL 380.11a

1260 Board Recognitions

The Board supports a recognition program for staff, students, community members, Board members and others who have demonstrated extraordinary service, achievements and accomplishments on behalf of the District.

The Superintendent and Board President shall be responsible for developing a recognition program for the District.

Board Member Recognition

A certificate of service shall be presented to each Board member who completes at least four years of service on behalf of the District.

The Board may give appropriate recognition to those members whose service extends for a period of ten or more years by passing a resolution recognizing the Board member's service or by other appropriate means as determined by the Board.

Staff Recognitions

The Board may provide appropriate recognition for staff members who have completed ten, fifteen, twenty, twenty-five, thirty, and thirty-five years of service to the District.

Staff Retirements

Retiring staff members who have completed at least fifteen years of service to the District shall receive appropriate recognition by the Board.

Approved: November 11, 2002  
LEGAL REF: MCL 380.11a

1300 Meetings

Organizational

An organizational meeting of the Board shall be held annually prior to July 30th.

Regular

The Board shall schedule at least one regular meeting each month. The regular meeting schedule for the year shall be established at the annual reorganization meeting and notice of the regular meeting schedule shall be posted on the District website within ten days after the organizational meeting.

The Board, as provided in current law, may change the schedule of regular meetings or the regular meeting date.

Special Meetings

Special meetings of the Board may be called by the President of the Board, or by two Board members by providing the other Board members a written notice of the date, time, and place of the special meeting.

The notice may be served by delivering the notice to the Board member personally, by e-mail, or by leaving the notice at each member's residence with a person of the household at least 18 hours before the meeting is to take place. The notice also may be served by mail addressed to the member at the member's address on file in the District office, at least 72 hours before the meeting is to take place. Service of the notice may be by a Board member or an employee of the District.

Emergency Meetings

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

Information/Work/Study Sessions

Information/work or study sessions of the Board shall be held as called by the President. Such sessions shall be open to the public and properly posted as Board meetings. No action by the Board shall be taken at such meetings.

Adjourned Meetings

Meetings may be adjourned and reconvened as provided by law.

Revised: January 11, 2010  
LEGAL REF: MCL 15.261-275; 380.613; 380.1201

1320 Agenda

The Superintendent shall distribute to each Board member prior to each meeting appropriate material and written matter concerning items on the agenda, which then shall be referred to as the annotated agenda.

The Board agenda shall be compiled by the President in cooperation with the Superintendent and shall include a period of time when the public may speak to the Board. Other Board members may request items to be placed on the agenda except at special meetings of the Board.

A request by the public to place an item on the Board agenda must be made to the Superintendent or President at least seven days in advance of the meeting at which it is desired to have the item discussed. The request should include a brief statement of the matter to be brought before the Board along with any background information available which may be provided to the Board in advance of the meeting.

The Superintendent in consultation with the President shall determine whether or not the matter is an appropriate agenda item for that meeting or a future meeting. The Superintendent shall notify the person making the request whether or not the item will be placed on the agenda. If the item is placed on the agenda, the person making the request shall be allowed a reasonable amount of time to present or discuss the issue.

Items not placed on the agenda upon the request of a member or the public may be added to the agenda by a majority vote of the members elected to and serving on the Board if the item is an action item. Generally, it shall be the Board's policy to add items for action only in critical or urgent situations. Discussion items may be added by a majority vote of those members elected to and serving on the Board.

The annotated agenda shall be sent to all Board members at least three calendar days prior to any regular Board meeting. The annotated agenda may include the following information; however, other items and reports may be added as the need arises: the agenda format including items to be discussed and Board procedure; monthly reports to the Board; financial reports; important correspondence; bids specifications; attendance center reports; requests for hearing and other such information.

Consent Agenda

The President may place routine matters in a single consent agenda item for action by the Board. Any Board member may request that a consent item be removed and considered separately at any time prior to final vote on the consent agenda.

Approval of the consent agenda shall be by vote according to the Board bylaws on motions and votes.

Approved: November 11, 2002  
LEGAL REF: MCL 380.11a

1320-R Agenda

The order of business at a regular meeting of the Board shall be:

- A. Call to Order
  - Date of Meeting (MCL 15.265)
  - Place of Meeting (MCL 15.263(1))
  - Type of Meeting (MCL 15.265 et seq.)  
(Regular Meeting, Special Meeting, or Emergency Meeting)
- B. Roll Call
  - Members Present (MCL 15.269(1))
  - Members Absent (MCL 15.269(1))
  - Others Present
- C. Communications
- D. Public Participation
- E. Consent Agenda
  - Approval of Minutes and Corrections
  - Acceptance of Reports and/or Committee Reports
  - Approval of Bills/Reimbursement of Expenses
- F. Board Recognitions and Remembrances
- G. Old Business
- H. New Business
- I. Announcement of Next Regular or Special Meeting
- J. Adjournment

The above order of business may be changed by majority vote of the Board at any Board meeting.

1330 Rules of Order

The Board shall be governed by rules of procedure as adopted by the Board. In no event shall the Board adopt Robert’s Rules of Order. The presiding officer may, however, at his/her discretion, use Robert’s Rules of Order as a “guideline” in the conduct of meetings. The purpose of this parliamentary procedure is to ensure the minority has rights that cannot be changed by the majority.

The President (or Vice-President in the absence of the President) shall preside at all meetings. In the absence of both the President and Vice-President, the members present shall elect a President pro-tempore who will serve only for that meeting or for that part of the meeting in which the President and Vice-President are absent.

Any member of the Board who wishes to make a motion, second a motion or discuss pending business will first secure recognition of the Board President.

The President will present each agenda item for discussion or designate the Superintendent or other staff member who will represent the agenda item.

All formal actions of the Board will be taken by ordinary motions unless a formal resolution is required.

The following motions will be in order:

1. To recess;
2. To take action;
3. To amend a motion made to take action, but such amending motion will be disposed of before any other motion to amend the main motion will be in order;
4. To defer action, either finally or to a specific time, date and place;
5. To go into closed session; and
6. To adjourn, either finally or to a specific time, date and place.

Amendment/Suspension of Bylaws and Policies

The Board, by a vote of a majority of its members, may amend the bylaws or temporarily suspend the operation of the bylaws but such amendment or suspension shall not relieve the Board from complying with applicable law. Policies shall be adopted, amended, or repealed only by a majority vote of the Board.

1330 Rules of Order

Quorum

A majority of the members appointed or elected to and serving on the Board shall constitute a quorum.

Approved: November 11, 2002

LEGAL REF: MCL 380.11a; 380.1201; OAG, 1981-1982, No 6057, p 622 (April 20, 1982); OAG, 1981-1982, No 6091, p 711 (August 18, 1982)

1350 Voting Method

The Board shall take action by way of motions. No motion may be acted upon until it has been duly supported or seconded by a member of the Board. The vote on all motions shall be by “yes” and “no” and will be taken by a show of hands or a voice, or roll call vote. Following each vote, the President shall announce that the motion passed or failed, and if not a unanimous vote, shall announce the number voting “yes” and the number voting “no.” Each Board member may have the privilege of explaining for the record any vote, be it affirmative or negative at the discretion of the President.

In the rare event that a Board member has a right or obligation to abstain from voting, the Board member may have the privilege of explaining the reason for the abstention at the discretion of the President.

Approved: November 11, 2002  
LEGAL REF: MCL 388.1769(b)

1360 Minutes

The Secretary or temporary Secretary of the Board shall be responsible for keeping the minutes or to see that minutes of every meeting of the Board are kept. A recording Secretary, not a member of the Board, may be appointed by the Board and shall attend all meetings and record all actions of the Board. Such minutes shall be reviewed and signed by the Secretary of the Board or acting Secretary. The minutes shall include the date, time, place, members present, members absent, all motions made at open meetings and action taken thereon, the purpose(s) for which closed sessions are called, all votes taken, a reference to reports presented, a record of those speaking at the public comment session and the topic on which they spoke, and items discussed when no action is taken. The minutes shall not usually contain comments from Board members.

Copies of proposed minutes of an open meeting shall be provided upon request to members of the public within eight business days of the meeting and copies of approved minutes within five business days of the meeting at which they were approved. Minutes shall be presented for approval at the next meeting of the Board and copies shall be sent to all Board members prior to said meeting.

Minutes of closed meetings shall not be made public except as specified by current law.

Approved: November 11, 2002  
LEGAL REF: MCL 15.269; 380.11a; 380.1201; 380.1202; OAG, 1985-1986, No 6353, p  
255 (April 11, 1986)

1370 Public Participation

Prior to the start of each meeting of the Board, the President or the presiding Board officer shall welcome visitors to the Board meeting and inform anyone wishing to address the Board to sign the Public Participation Request form.

The Board President, or the presiding officer, shall, at the appropriate time, provide an opportunity for those who have signed the Public Participation Request form to address the Board subject to the following procedural regulations:

- a. The public participation portion of the meeting shall be limited to one-half hour. An exception can be made so that no one's right to address the Board will be denied.
- b. Each person shall be allowed to speak once when recognized by the Board President, or presiding officer, for up to three minutes except where the number of speakers exceeds the time limit. In those instances, the Board President may either reduce the three-minute limit or the Board may waive the one-half hour time limit and establish a longer time.
- c. Each person wishing to address the Board should identify himself/herself by name, their school district of residence, and the group or organization, if any, that they are representing. 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.
- d. If a delegation is present to address the Board, the delegation may select up to five representatives to speak on its behalf, for a total of not more than 15 minutes.
- e. All written statements should be given to the Board Secretary so that copies may be made available to all Board members. All written statements and documents presented to the Board by an individual or group during the meeting are considered public documents.
- f. 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 Board member, District employee, or student. If the comments constitute a complaint against a Board member or employee, the Board member or employee has a right to request a closed hearing.
- g. Board 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 consideration.

1370 Public Participation

Handling of Complaints (Cf. 9450)

Speakers are encouraged to present complaints about a specific employee, Board member, or student through proper channels established under Board policy before requesting Board consideration.

Revised: May 11, 2009

LEGAL REF: MCL 15.263(1); 15.268; 380.11a; 380.1808

1375 Mailing of Notices and Documents to the Public

Recognizing that the public has a right to request, in writing, a renewable 6 month subscription to receive copies of any Board documents that are created, issued or disseminated on a regular basis, such as: Notices of scheduled Board meetings, Board Committee meetings (if such meetings are posted by Board policy) agendas, minutes and newsletters, the Board hereby sets the subscription cost of such items at .07 cents per page plus postage per month. Printed or electronic news media are specifically exempted from any subscription fee.

Approved: November 11, 2002  
LEGAL REF: MCL 15.233, 15.266

1400 News Coverage

At each meeting of the Board, the Board may provide seating for all members of the news media present and may assist in explaining any action or consideration taken by the Board. The Superintendent may provide copies of the Board agenda to all news media prior to each meeting of the Board upon request or as required by law.

Broadcasting and Taping

All meetings for the conduct of the affairs of and the transaction of business by the Board, including committee and subcommittee meetings, shall be open to the public. Broadcasting and taping of the public Board meeting shall be subject to rules adopted by the Board.

The use of cameras, photographic lights and recording devices at any meeting of said Board shall be subject to the following rules, which are designed to ensure the orderly conduct of the proceedings.

Reporting Board Meetings

The media, members of the public, and staff shall be informed of actions and decisions of the Board in the following manner:

Brief summaries of Board actions and decisions shall be published in the parent's/guardians newsletter and shall be made available to the media after each meeting.

Cameras

The use of cameras at any said Board meeting shall be permitted only when, in the judgment of the Board, the use or proposed use of any camera will not be a disruptive influence upon the proceedings, genuinely annoying or harassing to the Board or any member thereof or operated to attract undue attention to the camera or the proposed user thereof.

Recording Devices

Use of recording devices at any said Board meeting shall be permitted when, in the judgment of the Board, the use or proposed use of any recording device will not be a disruptive influence upon the proceedings, genuinely annoying or harassing to the Board or any member thereof or operated to attract undue attention to the recording device or the proposed user thereof.

1400 News Coverage

All recording devices together with all appurtenances and paraphernalia, including microphones, shall be kept in the area designated for the media; and recording devices, microphones or other appurtenances shall be allowed on, under or in the immediate vicinity of the Board conference table only with Board permission.

No cameras or recording devices shall be allowed at closed sessions of the Board.

Approved: November 11, 2002

LEGAL REF: MCL 15.261; 15.263; 380.11a

1410 Closed Sessions

The Board may meet in closed session as provided for under current law. The minutes of any closed session shall be kept separate from the minutes of the regular or special meeting and shall not be a matter of public record except as provided for under current law.

Any Board action taken as a result of a closed session shall be taken in a public meeting and recorded as such.

The Board shall conduct closed sessions only as provided by current law.

Approved: November 11, 2002

LEGAL REF: MCL 15.268

NOTE: A public Board of education may meet in closed session only 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, employee, staff member, or individual agent, if the named person requests a closed hearing; (b) To consider the dismissal, suspension, or disciplining of a student if the public body is a part of the school District, intermediate school District, or institution of higher education that the student is attending, and if the student's parent or guardian request a closed hearing; (c) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either party requests a closed hearing; (d) To consider the purchase or lease of real property; (e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation; (f) To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential; and (g) To consider material exempt from discussion or disclosure by state or federal statute.

1510 Bylaw and Policy Development System

The Superintendent, as the need arises, shall advise the Board when he/she is of the opinion that a bylaw or policy should be changed or supplemented and present to the Board the reasons therefore.

The Board shall oversee and review its bylaws and policies and shall, as needs dictate, delete, amend and supplement existing bylaws and policies and adopt new bylaws and policies.

Draft Writer

The Superintendent shall draft all recommended policy changes. The Superintendent, in conjunction with the Board President, shall draft new bylaws proposals and recommendations for changes.

Attorney Involvement

Bylaws, policies and rules of the Board may be submitted to the Board's attorney to determine the legality of said bylaws and policies and rules before they are submitted to the Board for final approval.

The opinion of the attorney shall be made available to all Board members and Superintendent.

Staff Involvement

In formulating policy recommendations to be made to the Board, the Superintendent may involve members of the staff in the formulation of such policy.

The Superintendent may solicit recommendations from the staff in regard to the workability of present policies, needs for change and new policies. The Superintendent, in formulating recommendations to the Board, shall consider the recommendations made to him/her by the staff.

Community Involvement

The Board may involve members of the public in the development of Board policy.

1510 Bylaw and Policy Development System

The Board may advise the public, through the news media and other means, that the Board welcomes suggestions and ideas in regard to Board policy.

Student Involvement

The Board may involve students in the development of Board policy.

By classroom teacher announcements, notices in student publications and by other means, the Board may invite students to submit ideas and suggestions to the Board in regard to the development of Board policy. In adopting or changing Board policy, the Board shall take into consideration those ideas and suggestions submitted by the students.

Approved: November 11, 2002  
LEGAL REF: MCL 380.11a

1550 Bylaw and Policy Adoption

The Board shall adopt new bylaws and policies and delete or modify existing bylaws and policies as the need arises. The Board, for compliance with Board policy, may review all rules and regulations found in handbooks for students, teachers or other employees and supplements.

The Board shall make adoption and/or amendments to bylaws, policies, rules and regulations of the Board after two readings. However, the bylaws, policies, rules and regulations of the Board may be amended at any regular, special or adjourned meeting of the Board by a majority vote of the members elected to and serving on the Board.

A recommendation by an individual or group of citizens to adopt or amend any bylaw, policy or rule may be submitted at any time to the Superintendent or Board President. The Board may consider such requests at the next regular Board meeting. Final action on any such recommendation may take place at the next regular meeting of the Board unless an emergency is declared whereby final action may be taken immediately.

Policy Dissemination

The Superintendent shall be responsible for ensuring that an updated copy of the Board policy manual is posted on the District website. A copy of the Board policy manual shall also be kept in the central office.

Revised: January 11, 2010  
LEGAL REF: MCL 380.11a

1570 Review of Administrative Regulations

All rules/regulations or procedures developed pursuant to the Board’s policies shall conform to the intent of the policies. The Board shall not normally approve or adopt administrative rules/regulations or procedures except in those instances in which the Superintendent or legal counsel believe such formal adoption shall be necessary or desirable because of potential litigation, public attitudes, or possible student or staff reaction. The Board gives the Superintendent authority to develop and implement all necessary rules/regulations or procedures authorized by Board policy or state statute. All rules/regulations or procedures shall be published in the appropriate staff and student handbooks.

The Superintendent shall keep the Board informed of any rules/regulations or procedures developed to implement Board policy and shall periodically present them to the Board for review. The Board may veto any administrative rule/regulation or procedure when, in the judgment of the Board, they are inconsistent with Board policy or Board intent.

Rules/regulations or procedures may be issued directly by the Superintendent without adoption of Board policy.

Rules/regulations or procedures issued to implement Board policy shall be made a part of the policy manual. Staff, students and patrons of the District shall be informed of any rules/regulations or procedures affecting them as individuals or as a group.

Revised: January 11, 2010  
LEGAL REF: MCL 380.11a

1575 Administration in Absence of Policy

When action must be taken and no guidelines have been provided for administrative action, the Superintendent shall have the power to act. Such decisions shall be subject to review by the Board at its next regular meeting. It shall be the duty of the Superintendent to notify the Board of such action and to advise the Board for needed policy.

Approved: November 11, 2002  
LEGAL REF: MCL 380.11a

1600 Board Records

The Board shall keep such Board records as shall be necessary for the understanding of their actions. In addition to those records required to be kept by law, the Superintendent shall be responsible for the designing and keeping of such other records as are necessary for the efficient operation of the District.

The Board recognizes the need for its records to be stored as a blend of printed, bound and electronically recorded (i.e., audio tape, video tape, micro-fiche, computer disk) material. The securing, cataloging and storing of all records shall be the responsibility of the Secretary, with assistance from the Superintendent.

Approved: November 11, 2002

LEGAL REF: MCL 380.11a; 380.1202, 380.1204(a)

1650 Board Memberships

The Board, annually, shall consider memberships in the County School Boards Association and the Michigan Association of School Boards. Through membership in MASB, the Board is an indirect member of the National School Boards Association. The Board and its members shall actively participate in the activities of these organizations insofar as possible.

When recommended by the Superintendent and approved by the Board, the Board may maintain memberships in other educational associations or organizations through which the District may derive benefits.

Dues and membership fees to local, state and national educational organizations shall be budgeted for and provided by the Board. Materials and other benefits of institutional memberships shall be distributed and used to the best advantage of the District.

Liaison with School Boards Associations

The Board annually shall appoint one of its members to serve as liaison to the Michigan Association of School Boards. It shall be the responsibility and duty of the liaison member to keep the Board informed of MASB activities and call attention to Board actions that might be appropriate in relationship or support of those activities.

Approved: November 11, 2002  
LEGAL REF: MCL 380.11a

1730 Board Legislative Program

The Board shall keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.

The Board will work with its legislative representatives, with the state school Boards association, the National School Boards Association, and other concerned groups in developing an annual, as well as long-range, legislative program.

The Board annually shall designate a person - who may or may not be a member of the Board - to serve as its legislative representative. This person shall be authorized to speak on the Board's behalf with respect to legislation being considered by the state legislature or the United States Congress or their representative committees. In all dealings with individual elected representatives, the legislature, or Congress, the Board's representative will be guided by the official positions taken by the Board.

Legislative Representative

A legislative representative shall serve as the Board's liaison with the state school Boards association. This representative shall convey local views and concerns and participate in the formulation of state legislative programs. The legislative representative shall monitor proposed school legislation and inform the Board of the issues.

The Board will finalize the complete legislative package.

When legislative items are introduced that are not directly related to the adopted goals, the Superintendent and designated representative will confer with the Board prior to taking a position on such items. If time does not permit discussion with the Board, the President and/or vice-President will be contacted. If they are not available, two Board members will be contacted.

Legislative Presentations

Formal oral and written presentations made in behalf of the District must receive prior approval of the Board.

1730 Board Legislative Program

The following are guidelines for presenters:

All oral presentations should be brief and to-the-point.

A copy of the presentation should be typed.

- One copy to the Superintendent.
- One copy to each Board member.
- One copy for each committee member.

The Board's designated representative will notify the Superintendent and Board President of the time and place of the hearing when presentations are made.

Approved: November 11, 2002

LEGAL REF: MCL 380.11a

1750 Board Self-Assessment/Evaluation

The primary purpose for Board self-assessment/evaluation is for the improvement of Board member leadership.

The Board, in consultation with the superintendent, shall establish the standards by which it evaluates itself and shall insure that such evaluation provides opportunity for the consideration of individual Board members' opinions.

In evaluating itself the Board, at a minimum, should (1) consider how appropriately they are meeting the needs of the district's students, (2) establish priorities for the coming year, and (3) determine the personnel and financial resources necessary to meet the needs and priorities they identify.

Approved: November 11, 2002  
LEGAL REF: MCL 380.11a

1950 Board Member Conflicts of Interest, Ethics and Responsibilities

The Objectives of this policy are to maintain an impartial administration of the business of the School District and to maintain public confidence in the Board of Education.

No Member of the Board of Education shall engage in, or be a party to, any of the following activities:

1. Representing his/her opinion as that of the Board of Education or making commitments on behalf of the School District or the Board. No Board Member shall have the power to act in the name of the Board outside Board meetings unless that person has been specifically designated to do so by official Board Action.
2. Making representations to the staff and citizens that he/she, as an individual, has the right to take official action for the District. Only the Board, not individual members, has the right to take official action for the District.
3. Responding to contacts for discussion of District business or for complaints, by making a commitment on behalf of the Board. The individual Board Member can listen, but does not and cannot, speak for the Board or the Superintendent.
4. Exhibiting conduct that shows evidence of prejudice, bias, favoritism, or personal gain as a motivating force.
5. Disclosing or releasing of confidential information, not otherwise available to members of the general public, in advance of the time prescribed for the release; provided however, that this provision shall not prevent a Board of Education member from divulging or releasing confidential information regarding suspected violations of law.
6. Benefiting financially from confidential information obtained by reason of the member's position on the Board of Education.
7. Using personal resources property or funds of the School District, except in accordance with prescribed constitutional, statutory, and regulatory procedures, and in accordance with good business procedures and not for personal gain or benefit.
8. Soliciting or accepting a gift or loan of money, goods, services or other things of value, that might tend to influence the manner in which the Board of Education member performs his/her official duties.

1950 Board Member Conflict of Interest, Ethics and Responsibilities

9. Becoming employed by the School District while holding office as a Board member, or receiving any compensation for services rendered, except compensation for attending meetings as permitted by law and Board policy 1167.
10. Endorsing any organizations, institutions, instructional books or materials, political candidates, etc., on behalf of the District or the Board without the express approval of the full Board.

Board Members shall:

1. Attend all scheduled Board meetings insofar as possible and become informed concerning the issues to be discussed at Board meetings;
2. 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;
3. Make policy only after full discussion of the issues at publicly held Board meetings;
4. 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;
5. Work with other Board Members to establish effective policy and to delegate authority for the administration of the schools to the Superintendent;
6. Communicate to other Board Members and the Superintendent public reaction to Board policy and District programs;
7. 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;
8. Support the employment of those persons best qualified to serve as District staff and insist on a regular, impartial evaluation of all staff.

1950 Board Member Conflict of Interest, Ethics and Responsibilities

Board Member Responsibilities

The Board shall transact all business only at legally called and noticed meetings.

If a specific complaint needs attention, the Board Member shall explain to the complainant the District's chain of command for handling complaints or refer the complaint to the Superintendent. The Board Member also shall inform the complainant about the process for bringing items to the Board through the Board's agenda or through the public participation portion of the Board meeting.

Approved: November 11, 2002

LEGAL REF: OAG, 1985-1986, No 6368, p 296 (June 5, 1986); OAG, 1989-1990, No 6642, p 274 (January 2, 1990); OAG, 1991-1992, No 6728, p 172 (August 26, 1992).