

Morgan Mill ISD Board Operating Procedures

The following public comment announcement will be read by the Board President before any visitors to speak/public comment portion if visitors are present to speak.

“The board will now hear comments from those persons who have signed up to speak. This 30 minute portion of the meeting is set aside for parents, students, and the community members to speak to the Board about any matter of interest to them pertaining to the school program or any item on the agenda.

Each person may speak for no more than five minutes. If there are several people wishing to speak on the same topic, a spokesperson must represent any group of five or more people expressing the same view on the same topic. If more than six people sign up, I may reduce speaking time to allow everyone to speak.

During this part of the meeting, the Board will listen, but it will not engage in dialogue or debate with the speakers.

The Board reminds speakers that Public Comment is **not** the time or place to bring to the Board complaints about a particular program or a particular employee. The Board has adopted specific complaint policies and specific procedures for presenting those complaints. Those policies require a written complaint, administrative conference, and a request that the item be placed on the agenda of a Board meeting as outlined in Board Policy.

If I, as presiding officer, determine that a presentation during this portion of the meeting is a complaint, I will respectfully ask that person to stop speaking and to use the Board’s adopted policies and procedures to have that matter placed on the agenda for a future meeting so that the concern can be heard in the appropriate way. The Board expects that request to be honored.

The Board expects all members of the audience to behave in a polite and orderly fashion during this and all other portions of the meeting. Disruptive conduct will not be tolerated.”

Board Member Ethics

Equity In Attitude

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

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.

Trustworthiness In Stewardship

- I will encourage expressions of different opinions and listen with an open mind to others' ideas.
- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.

Honor In Conduct

- I will make no personal promise or take private action that may compromise my performance or my responsibilities.
- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.

Integrity Of Character

- I will base my decisions on fact rather than supposition, opinion, or public favor.
- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.

Commitment To Service

- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.
- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.

- I will avoid personal involvement in activities the Board has delegated to the Superintendent.

Student-Centered Focus

- I will seek continuing education that will enhance my ability to fulfill my duties effectively.
- I will be continuously guided by what is best for all students of the District.

1. Board Meetings

a. Placing Items on the Agenda

- i. The Superintendent and Board President will jointly create the agenda.
- ii. Any two (2) board members may request an item be placed on the agenda no less than ten (10) days prior to the meeting.

b. Items that Cannot be Placed on the Public Portion of the Agenda

- i. All personnel issues must be discussed in closed session unless specifically required otherwise by the Texas Open Meetings Act.
- ii. Anything that violates an individual's right to privacy, as defined by the Texas Open Meetings Act and Texas Open Records Act, cannot be placed on the public meeting portion of the agenda.

c. Use of the Consent Agenda

- i. Voting items that are routine or should not need discussion will be placed on the consent agenda. The Board President and Superintendent are encouraged to make liberal use of the consent agenda. A single Board member can remove an item from the consent agenda prior to posting; the item shall be moved to the action items section of the agenda to be discussed and voted on at that time. Consent agenda items have no discussion.

2. Citizen Participation During Board Meetings

- a. Individuals must register to speak by contacting the Superintendent and Board President by 4 p.m. on the day of the meeting.
- b. Each person may speak for no more than five minutes. If there are several people wishing to speak on the same topic, a spokesperson must represent any group of five or more people expressing the same view on the same topic. If more than six people sign up, speaking time may be reduced by the Board President to allow everyone time to speak.

3. Member Conduct During Board Meetings

a. Response to Citizens

- i. Board members can hear comments but will not engage in dialogue with one another or the citizen addressing the Board. Board members may ask clarifying questions and state factual information and Board policy.

4. Board Member Conduct Outside of Board Meetings

- a. Board members shall never meet, talk, text, or email in a group large enough to constitute an official meeting, typically four (4) or more, unless notice has been posted. In email or text messaging, "Reply to All" should never be used.

5. Voting

- a. All members, including the Board President, will vote on all action items, except where there is a legal conflict of interest.
- b. Any member may abstain from voting and must state the reason for abstaining. The abstention will be recorded in the minutes.

6. Citizen, Employee, and Student Complaints

- a. **When a citizen, employee, or student informally* complains to a Board member, the Board member shall:**
 - i. Remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the Board.
 - ii. Refer complainant to administration.
 - iii. Inform the Superintendent of the complaint.
- b. A Board member shall not individually investigate a complaint.
- c. When appropriate, the Superintendent or designee shall communicate with the complainant in a timely manner and follow-up with the Board member.

(*Board members must refrain from speaking to any citizen, employee, or student involved in the formal complaint process. Should they have prior knowledge of a situation through informal channels, they MUST abstain from the formal process.)

7. Employee Grievances

- a. Members must be fully informed on Board policies relating to the process for employee grievances and appeals.
- b. All grievances or appeal-related materials received by a member and anything heard at a hearing must be held in the strictest confidence.
- c. Members may only consider information that is presented during the formal grievance or appeal process; members will not privately seek out information regarding a grievance or appeal. If a Board member knows or learns anything about a grievance appeal case except what is admitted through the documents that might render him or her unable to hear the grievance or appeal impartially, then he or she MUST inform the Superintendent immediately and may be asked to recuse himself or herself from the hearing.
- d. Only the Board President can make public statements arising from a closed grievance or appeal.
- e. If a Board member is named in a grievance, other Board members can request that he or she must abstain from voting but should take part in the actual procedure.

8. Visits to Campuses

- a. All board members are encouraged to attend any school events as their time permits.
- b. Individual Board members are not to go into teachers' classrooms for the purpose of evaluation or investigation.
- c. Individual Board members should not seek out employees for information gathering regarding any topic.
- d. Board members should notify the Superintendent prior to any official visit to the campus.

9. Role and Authority of Officers

- a. No Board member has authority outside of the Board meeting.

- b. No Board member can direct employees in regard to performance of their duties.

10. Anonymous Phone Calls/Letters/Complaints

- a. The Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion, or response, and will not result in directives to administration.

11. Board Member Training

- a. All Board members will remain up-to-date on training.
- b. The Superintendent will be responsible for new Board member training as well as scheduling required Board training throughout the year.

12. Board Sanctions

- a. In the event of inappropriate behavior by a Board member, the Board may choose to publicly censure or sanction the Board member. The Board may choose to do this publicly in open session or privately in closed session. The censure will consist of a calmly worded statement of the inappropriate behavior of the named Board member, the desired behavior, and a statement of agreement by a majority of the Board members that the behavior is inappropriate.
- b. Under extreme conditions, the Board may agree to ask the offending Board member to resign.