

McKinney ISD

Board Operating Procedures

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McKinney ISD BOARD OF TRUSTEES CODE OF ETHICS

As a member of the Board, I shall promote the best interests of the District as a whole, and I will observe the highest possible ethical standards. I will accord others the respect I wish for myself and share my views while working for consensus. I will be fair, just, and impartial in all my decisions and actions and will respect the majority decision as the decision of the Board. I will be accountable to the public by representing District policies, programs, priorities, and progress accurately, and I will work to ensure prudent and accountable use of District resources. As a member of the Board, I will strive to do the following:

- 1. Bring about desired changes through legal and ethical procedures, upholding and enforcing all Board policies, state and federal statutes, regulations and rules, and applicable court opinions pertaining to schools.**
- 2. Make decisions in terms of the educational welfare of all children in the District, regardless of race, religion, color, sex, national origin, or disability.**
- 3. Recognize that decisions must be made by the Board as a whole and make no personal promise or take private action that may compromise the Board.**
- 4. Focus Board action on policy making, goal setting, planning, and evaluation, and insist on regular and impartial evaluation of all staff.**
- 5. Support and protect school personnel in the proper performance of their duties.**
- 6. When applicable, vote to appoint the best qualified personnel available after consideration of recommendations of the Superintendent.**
- 7. Hold confidential all matters pertaining to school that, if disclosed, may needlessly injure individuals or the schools, and respect the confidentiality of information that is privileged under applicable law.**
- 8. Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings.**
- 9. Delegate authority for the administration of the school to the Superintendent and avoid personal involvement in activities the Board has so delegated.**
- 10. Endeavor to make policy decisions only after full discussion at publicly held Board meetings, render all decisions based on the available facts, and refuse to surrender my judgment to individuals or special interest groups.**
- 11. Encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff, and all elements of the community.**
- 12. Communicate to Board members and the Superintendent, at appropriate times, expressions of public reaction to Board policies and school programs.**

13. Become informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school board associations.
14. Refrain from using my Board position for personal or partisan gain.
15. Be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns. Board Policies BBE (LEGAL), BBE (LOCAL), BBF(LOCAL)

1. DEVELOPING MEETING AGENDA (BE (LEGAL), BE (LOCAL), BEC (LEGAL), BED (LEGAL) and BED (LOCAL))

A. Placement of Items on the Agenda (BE (LEGAL) and BE (LOCAL)):

1. Tentative agendas will be created by Administration and presented to the Board President prior to the posting of the scheduled meeting. The final agenda, with accompanying synopses and documentation, will be presented to the Board on the Friday prior to the scheduled Board Meeting.
2. Board members may submit a written request to the Board President, in accordance with BE (LOCAL), stating any item they wish to have considered for placement on the agenda.
3. The Board President alone can place an item on the agenda. If two Board members request an item for the agenda, the Board President will place it on the agenda.
4. The deadline for submitting items for inclusion on the agenda is noon of the eighth calendar day before regular meetings and noon of the third calendar day before special meetings. (BE (LOCAL))

B. Open Session Agenda (BEC (LEGAL)):

1. All personnel issues must be conducted in an Executive Session, unless specifically required to be conducted in Open Session by the Texas Open Meetings Act.
2. Issues that violate an individual's right to privacy under the Texas Open Meetings Act, the Texas Open Records Act, or other applicable statute or regulation cannot be placed on the agenda, unless specifically required to be

conducted in Open Session by the Texas Open Meetings Act.

C. Use of Consent Agenda (BE (LEGAL) and BE (LOCAL)):

- Routine and/or Recurring Items
- Annual Renewals of Region 10 and TEA Items
- Budget Amendments
- Tax Refunds for more than \$500
- Gifts, Donations, and Bequests
- Financial Information
- Minutes of Regular and Special Board Meetings
- Minutes of Joint Meetings with the City of McKinney
- Routine Personnel Items
- Routine Bid Recommendations
- Items Discussed in a Previous Meeting

D. The Board shall maintain a planning calendar which is reviewed at least annually. (BQ (LEGAL), BQ (LOCAL), BQA (LEGAL), BQA (LOCAL), and BR (LEGAL))

2. CONDUCT DURING BOARD MEETINGS (BE (LEGAL), BE (LOCAL), BEC (LOCAL), BED (LEGAL), and BED (LOCAL))

A. Patrons Addressing the Board (BED (LEGAL), BED (LOCAL), GF (LEGAL), and GF (LOCAL)):

1. Registering in writing to speak in Open Forum at a Board meeting. Typically, the Board President will allow up to a total of thirty minutes for all patrons to speak. However, individual patrons will be allowed no more than three minutes to speak. A majority of the Board may modify these times.

B. Board Response to Patrons Addressing the Board (BE (LEGAL), BE (LOCAL), BED (LEGAL), and BED (LOCAL)):

1. In accordance with the Texas Open Meetings Act, Board members may hear comments from patrons, but may not engage in discussion on any topic that is not on the legally posted agenda, except as authorized by law.

2. The Board President will recognize all Board members prior to any Board member asking clarifying questions.

C. Discussion of Individual Employees and/or Students (BEC (LEGAL)):

1. The Board will not permit comments on individual personnel in public session which would violate Board Policy BEC (LEGAL).
2. The Board will not permit comments on individual students in public session which would violate Board Policy (BEC (LEGAL)).

D. Hearings (BE (LEGAL), BE (LOCAL), BED (LEGAL), BED (LOCAL))

1. During hearings, the Board is assembled to gather input only.
2. The Board will not answer questions or enter into two-way dialogue except as provided for hearings before the Board pursuant to: DGBA (LEGAL), DGBA (LOCAL), DHC (LEGAL), DHC (LOCAL), EFA (LOCAL), FNCJ (LEGAL), FNCJ (LOCAL), FNG (LEGAL), FNG (LOCAL), GF (LEGAL), GF (LOCAL).
3. Rules for public hearings will be strictly adhered to:
 - a. The Board will limit response from testifying individuals to 3 minutes per individual. This time limit may be modified by a majority vote of the Board.
 - b. The Board will accept written and/or oral testimony.
 - c. The Board will not allow duplicate testimony.
 - d. The Board will not allow any derogatory comments.
 - e. The Board may adopt additional rules as it deems appropriate.

E. Parliamentary Procedures (BE (LOCAL)):

1. The Board shall observe the parliamentary procedures in *Robert's Rules of Order*, except as otherwise provided in Board procedural rules or by law.

2. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

F. Discussion of Motions: (BE (LOCAL)):

1. All discussions shall be directed solely to the business currently under discussion as posted on the agenda.
2. The Board President has the responsibility of keeping the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board as posted on the agenda.
3. The Board President may recognize a Board member prior to the Board member giving his/her comments.

3. VOTING (BE LOCAL):

- A. The Board President shall have the right to discuss, make motions, and resolutions, and vote on all matters coming before the Board. (BDAA(LOCAL))
- B. No Member shall vote on a motion in which he or she has a direct pecuniary interest not common to other Members of the Board. (BBFA(LEGAL))
- C. All votes, including, dissenting and abstaining votes, shall be recorded in the minutes of the Board Meeting.

4. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORT (BBE (LEGAL) and BBE (LOCAL))

- A. Board members are entitled to the information they require to make informed decisions on the matters before them. If a member requests information that requires an excessive amount of staff time to compile, the Superintendent and Board President should consult with the member to find a reasonable solution.
- B. The Board will develop any specific criteria for staff reports.
- C. Information requested by a Board member will be provided to all trustees.

5. BOARD MEMBER VISIT TO SCHOOL CAMPUS

- A. All Board members are encouraged to attend any school's events as their time permits.
- B. Board members may not go into teachers' classrooms or individual buildings for the purpose of personnel evaluation.

6. COMMUNICATIONS (BBE (LOCAL), BJA (LOCAL) and GBBA (LOCAL))

- A. The Board is committed to, and encourages, community input through surveys, public forums, and on-going communications forums.
- B. The Superintendent will meet with the Board President on a routine basis to discuss issues of the District.
- C. Superintendent and Board President will communicate information in a timely fashion to all Board members.
- D. The Board will communicate with its community through public hearings, regular Board meetings, and regular publications.
- E. Unless authorized by the Board, individual Board members cannot speak for the board outside the Board Room.

7. BOARD OFFICER ELECTION (BDAA (LEGAL) and BDAA (LOCAL))

- A. President, Vice President and Secretary shall be selected annually and serve a term of one year. In election years, the selection shall be made at the first meeting after the election and qualification of trustees (i.e. execution and filing of the required Statement of Elected/Appointed Officer and the Oath of Office). In most instances, this would be the first Board meeting in June. In non-election years, the selection shall be made at the first Board meeting in June.
- B. No Board President or Vice President can hold office without serving a minimum of one-year on the Board prior to election.

8. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS (BAA (LEGAL), BBE (LEGAL), BBE (LOCAL))

- A. Unless authorized by the Board, no Board member or officer has the authority to take Board action outside of a properly convened and conducted Board meeting. (BBE (LEGAL))
- B. No individual Board member has the authority to direct District employees in regard to the performance of their duties, without express authorization of the Board. (BBE (LOCAL))
- C. Board Members as Parents (BBF (LOCAL), BBFA (LEGAL))
 - 1. When communicating with staff, a Board member that is a parent of a student in the District is expected to make it clear to staff that he/she is acting as a parent and not as a Board member.
 - 2. Individual Board members must not request, expect, or require extraordinary consideration or preferential treatment for their children due to their position on the Board.
- D. All Board members are expected to complete all continuing education requirements. (BBD (LEGAL) and BBD (EXHIBIT)).
- E. Newly elected Board Members are required to review the Board Operating Procedures within the first six weeks of their term. (BBD (LEGAL) and BBD (EXHIBIT))
- F. PRESIDENT (BBD (LEGAL), BDAA (LEGAL), BDAA (LOCAL), BDB (LOCAL), BE (LEGAL) and BE (LOCAL))
 - 1. The Board President shall preside at all Board meetings.
 - 2. The Board President shall cause committees to be formed when deemed necessary.
 - 3. The Board President shall call special meetings.
 - 4. The Board President shall fulfill all duties and obligations as required by Board Policy and state and federal statutes, regulations, and rules.
- G. VICE-PRESIDENT (BDAA (LEGAL) and BDAA (LOCAL))
 - 1. The Board Vice-President shall act in the capacity of Board President in the absence of the Board President.

2. The Board Vice-President shall fulfill all duties and obligations as required by Board Policy and state and federal statutes, regulations, and rules.

H. SECRETARY (BDAA (LEGAL) and BDAA (LOCAL))

1. The Board Secretary shall keep accurate record of Board meetings.
2. The Board Secretary, in the absence of the Board President and the Board Vice-President, shall call a meeting and act as the presiding officer for the Board, as necessary.

9. ROLE OF BOARD IN EXECUTIVE SESSION (BE (LEGAL), BE (LOCAL), and BEC LEGAL))

- A. The Board can only discuss those items listed on the agenda, and as provided by law.
- B. The Board must vote in public session.
- C. Information discussed during Executive Session shall remain confidential, except as authorized by the Board.

10. INQUIRIES TO THE BOARD (BBE (LOCAL))

- A. From a Citizen or Employee (BBE (LOCAL)):
 1. The Board member should refer the citizen to the appropriate person/chain of command.
 2. The Board member should inform the citizen of his/her due process and that the Board member's need to remain impartial in case the situation goes before the Board at a later date.
 3. The Board member should report the contact from the citizen or employee to the Superintendent, as appropriate.
- B. From the Media (BBE (LOCAL), BE (LEGAL), GBBA (LOCAL)):

The Board President or the Board's designee shall be the official spokesperson for the Board to the media/press on issues involving media attention.

1. All Board members who receive calls from the media should direct them to the Board President or the Board designee and notify the Superintendent of the call.
2. Board members who speak to inquiries from the media/press shall emphasize the views represented are his or her own.

11. REVIEWING BOARD OPERATING PROCEDURES (BAA (LEGAL), BBE (LEGAL), BBE (LOCAL))

- A. Standard Board Operating Procedures will be annually reviewed by the Board and updated as needed.

12. CAMPAIGNING FOR RE-ELECTION (BBB (LEGAL), BBF (LOCAL), BBFA (LOCAL), CPAB (LEGAL), CQ (LEGAL), CQ (LOCAL), GKA (LOCAL), and GKDA (LEGAL))

- A. Support from Employees:

1. School district employees, during work hours, will not be solicited for endorsement by any Board Member campaigning for re-election. Use of district materials and systems (including district email communications) will not be used by any employee to discuss or solicit support of any candidate running for election or re-election. Texas Education Code Section 11.168, as amended by the 79th Legislature, 2005.
2. Campaign materials may only be distributed on school property in accordance with Board Policy.

- B. Support from Board Members:

1. The Board, as a whole, will not endorse any candidate running for public office.
2. Each individual board member will not endorse any candidate running for the School Board.