

I. Developing Board Meeting Agendas

A. Placing Agenda Items on Regular Agenda

1. The final agenda for any Board meeting must be approved by the Board President. Approval can be in any format including a verbal “OK.”
2. The Superintendent shall produce a basic agenda which contains items necessary for continued operation of the District. The Superintendent will provide all Board Members with information about the item, the administration’s position and recommendations, within the meeting information packet that is sent to the Board prior to the meeting.
3. Board Members interested in placing items on the agenda will submit their proposed topics to the superintendent. Unless specifically pulled by that Board Member, or rescheduled by the Board President, the item will appear on the next regular board meeting agenda that occurs within thirty days after the item was presented to the superintendent.
4. The Trustee shall provide appropriate backup material for their agenda items. If backup material is not provided within the required timeline for the agenda, the item will not be placed on the agenda.
5. In accordance with Texas Open Meeting Laws, no member can place an item on the agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas Government Code.
 - a. As noted, the 72-hour rule shall only be bypassed in emergencies.
 - b. Except in those emergencies, items must be submitted four (4) business days before the Board Meeting.

B. Placing Agenda Items on Regular Agenda

1. All Personnel issues will be conducted in an executive session unless open session is specifically required by the Texas Open Meetings Act.
2. Anything that violates right to privacy, as defined by Texas Open Meetings Act, cannot be placed on the agenda.

C. Questions about Items and Administrative Response

1. Board requests for information prior to the Board meeting, after the Board Members receives their agenda packets, should be addressed immediately to the Superintendent and will be responded to before the meeting.
2. If a Trustee fails to follow this protocol, the Presiding Officer will publicly point out those instances when a Trustee’s background-information questions should have been asked prior to Board meeting.
3. Regardless of which member of the Board submits a request for additional information or clarification, the response will be communicated to all members of the Board – identifying

the individual Trustee making the request.

4. Some major agenda items may be provided to the Board prior to the Board Meeting when final action is required. This is to allow the Trustees extra time to contemplate and research the measure.

II. Member Conduct During Board Meetings

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- A. As per policy BE Local, the Board will conduct its meetings using Robert's Rules of Order as the framework for parliamentary procedures.
- B. If, during a meeting, a Board Member violates the expectations of courtesy as expressed in Robert's Rules of Order, or violates State Law and/or Local Policy regarding the legal manifestation of a Board meeting, the following disciplinary procedures will be enforced:
 1. The Presiding Officer or any member will warn the offending Trustee.
 2. If the offending Board Member continues to be in violation, any member of the Board may call for public censure and removal from the meeting requiring a majority vote.
- C. The Presiding Officer will not allow commentary that is not related to the lawfully posted agenda topics.
- D. Voting:
 1. All members, including the Presiding Officer, may vote on all action items.
 2. A member who abstains from voting must overtly signal that intention to the individual who is keeping the minutes of the meeting.
- E. Persons Inappropriately Addressing the Board During a Meeting:
 1. The Presiding Officer must first grant permission to allow any member or members of the audience to interact with the Trustees during a meeting.
 2. If a member or members of the audience ignore this rule, or are disruptive (loud talking, other distractions) to the conduct of the meeting, they will receive a verbal warning from the Presiding Officer.
 3. If a member or members of the audience continue with a second infraction, the Presiding Officer will ask a Security Officer to escort the person or persons off the premises with the instruction to not return.
- F. Agenda Item Discussion by Board Members
 1. Agenda items may be considered in any order, despite the order listed on the agenda, at the discretion of the Presiding Officer.
 2. The item will be introduced by the Presiding Officer who shall then task the Superintendent to explain the circumstances and pertinent information of the topic at hand.

3. If the item was placed by a Trustee then that Trustee shall be allowed to make the motion and given the opportunity to discuss the item first.
4. The Presiding Officer, or any Board Member, by point of order, will limit their discussion to the pros and cons of the item under discussion.
5. Time limits on discussion:
 - a. If time limits are imposed by the Presiding Officer, each Member will be allowed equal time to discuss an item – taking turns; “rounds.” No yielding of time will be allowed.
 - b. If a Member feels that the item requires additional time; that Member may move that the Board extend the number of discussion rounds. Such a motion requires a second and a majority vote.

III. Information or report requested by Board member between Board meetings

- A. Board member may request existing information and / or reports through the Superintendent. If the information does not exist in a compiled format and a report must be generated that will require more than one man-hour by staff, the request must be brought before the board.
- B. Any requested information to the school’s attorney which will result in billing to the District must be requested through the Superintendent. If the item is directly related to the Superintendent, the President and an additional Trustee may request the information without additional approval.

IV. Citizen request/complaint to individual Board member

- A. When a citizen complains to a Board member, the Board member should:
 1. Remind the citizen of due process and that the Board member must remain impartial in case the situation goes before the Board.
 2. Refer the citizen to the Superintendent’s Office.
 3. The Board member shall inform Superintendent of the complaint.
- B. When appropriate, the Superintendent or designee shall communicate with the citizen in a timely manner and follow-up with the Board.
- C. The Board, individually or collectively shall promptly refer all significant criticism, complaints and suggestions, (regardless of the source) called to its attention to the Superintendent for study and appropriate action or recommendation. The Superintendent shall promptly investigate such matters and shall inform the Board of the results or status of such matters.

V. Employee request/complaint to individual Board member - the Board member should:

- A. Remind employee of chain-of-command.
- B. Remind employee of the due process procedure and remain impartial.
- C. Discuss the incident with Superintendent in a timely fashion.

VI. Board member visits to school campus

- A. Board members are encouraged to attend special events on campuses to represent the Board in support of activities.
- B. Board members are not to go into teachers' classrooms or campuses for the purpose of evaluation or investigation. Board members must inform the Superintendent of campus visits.
- C. When in their role as a parent, Board members must adhere to the same Campus procedures for visiting as any other parent. When in their role as a visiting Trustee, they must adhere to the same Campus procedures that apply to any other visitor.
- D. Assessment/information gathering visits to campuses will require the accompaniment of the Superintendent.

VII. Communications

- A. The Board President will meet with the Superintendent on a routine weekly basis.
- B. As a general rule, information sent to any Board member will be distributed to all Board members. It is noted that some items may be restricted to officers (ex: pending legal issues) and some items that pertain to the individual Trustee (ex: training hours, vendor mail) will be sent to that Trustee. However, any Board member who has missed three consecutive meetings will not receive any written communications until he / she attends a Board meeting.
- C. Trustees are encouraged and invited to keep the Superintendent informed of significant school and community issues via telephone calls or personal visits.
- D. The Board can communicate with the community through public hearings, regular Board meetings, Parent Chats and regular publications.
- E. Individual Trustees cannot speak in an official capacity outside the Board Room nor attend meetings as a representative of the Board without prior authorization of the Board as a whole.
- F. The Tornillo ISD Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion or response.
- G. Trustees, individually and collectively, agree to address and resolve all disputes, disagreements, and complaints with the Superintendent in a professional tone and in a legal manner.

VIII. Role of Board in Executive Session

- A. Entering Executive Session: The Board may enter into executive session after the following requirements have been met:
 - 1. The Board has first convened in an open meeting for which proper notice has been given.
 - 2. The Presiding Officer has publicly announced in open meeting that an executive session will be held.

3. The Presiding Officer has identified the section or sections of Chapter 551, Texas Government Code, which authorize the holding of such closed or executive session.
 4. The Presiding Officer has publicly announced that no final action, decision, or vote will be taken by the Board while in executive session. 551.101
- B. Actions, Decisions or Votes: No final action, decision, or vote shall be taken while the Board is in closed or executive session. The Board shall reconvene the open meeting after an executive session, prior to adjourning the meeting. 551.102

IX. Media Inquiries to the Board

- A. The Board President shall be the official spokesperson for the Board to the media / press on issues of media attention.
- B. A Board member should only speak to media about a factual Board position on an issue; not speculation as to what the Board collectively “thinks.”

X. Trustee Travel

- A. Trustees are invited and encouraged to attend trainings and conferences. The following conferences have automatic approval for expenditure: Conferences and trainings given by Region 19, TASB Summer Leadership Institute or TREA Summer Conference, TASA/TASB Fall Conference, NSBA National Conference, and any training/conference/meeting where the Trustee is giving a presentation or is the member of a specific committee/group. Any other travel must be Board- approved before the administration will release funding.
- B. A Trustee must have attended three of the four Board meetings immediately preceding any travel to be eligible to go unless the absence[s] is excused by a specific vote of the Board.

XI. Response to Signed Letters of Complaint

- A. The Tornillo ISD Board of Trustees encourages input. A signed letter will be forwarded to the Superintendent and a response using a standard format will be sent by a Board committee tasked for this purpose.
- B. The Superintendent will send copies of the response to the whole board.

XV. Reviewing Board Operating Procedures

- A. Standard Board Operating Procedures will be reviewed and updated bi-annually and will be part of Board training and orientation.
- B. The board will adopt the Board Procedures and Board Code of Conduct bi-annually at a regular monthly meeting.