

BYLAWS OF THE BOARD

ABB

DISTRICT ORGANIZATION BOARD POWERS AND DUTIES

June 20, 1988

The Board of Education exercises its powers and duties only in properly called meetings, where a majority of the Board constitutes a quorum to transact business. Except when performing a specific duty as ordered by the Board, the decision and actions of a single member of the Board are not binding on the entire Board or school district.

The mandatory and implied granted powers and duties of the Board are defined by law. This Board considers that its most important functions fall into the following categories:

1. Legislative or policy-making. The Board is responsible for the development of policy, these policies shall be carried out by the administration. The Board shall evaluate the effectiveness of its policies and their implementation.
2. Educational planning and appraisal. The Board is responsible for requiring and acquiring reliable information from responsible sources which will enable it and the staff to work toward the continuing improvement of the educational program.

The Board shall employ the staff necessary to carry out the instructional program. The Board shall ~~establish~~ **approve negotiated** salaries and salary schedules, other terms and conditions of employment, and ~~shall establish~~ personnel policies.

3. Provision of financial resources. The Board has major responsibilities for the adoption of a budget and acquisition of funds necessary for salaries, buildings, staff materials, and equipment--to enable the district to carry out the educational program. The Board is responsible for exercising proper control over all district funds.
4. School facilities. The Board is responsible for determining school housing needs, for communicating these needs to the community, for purchasing, leasing or selling sites, for approving building sites and approving building plans that will support and enhance the educational program.
5. Judicial. The Board is responsible for interpreting policies to school staff members, students and the public when issues involve Board policies and their fair implementation.
6. Communication with the public. The Board is responsible for providing adequate and direct means for keeping local citizens informed about the schools and keeping itself informed about the wishes of the public.

CROSS REF.: Master Agreements - LEADS; LEA; AFSCME; SEALS; LPA; **LSA; AFSCME-LCEA**
LEGAL REF.: ~~MCLA~~, 380.1201, *et seq.* (Legal References Updated 3/12/07)

BYLAWS OF THE BOARD

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BOARD OPERATIONS METHOD OF ELECTING BOARD OFFICERS

MARCH 21, 2011

All officers shall be elected annually on or before the ~~second Monday~~ **first regular Board meeting** in January by the Board of Education and shall serve for one year.

The process for filling any vacant officer position, should it occur, will be as follows:

- President – The vice president will automatically assume the office of president, as outlined in Policy BBABB. If the vice president is not available, the Board will take nominations and vote to fill the office of president on or before the first Board meeting following the official vacancy of that position.
- Vice President – The Board will take nominations and vote to fill the office of vice president on or before the first Board meeting following the official vacancy of that position.
- Secretary – The Board will take nominations and vote to fill the office of secretary on or before the first Board meeting following the official vacancy of that position.

Any Board member who fills an officer vacancy under the process above will continue in that role for the balance of the unexpired term.

BYLAWS OF THE BOARD

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BOARD OPERATIONS DUTIES OF THE VICE PRESIDENT

June 20, 1988

The vice president shall act in the temporary absence of the president and perform other duties for the president when authorized by the Board.

In case of a vacancy in the office of president, the vice president shall succeed to the office of president for the balance of the unexpired term.

BYLAWS OF THE BOARD

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BOARD OPERATIONS DUTIES OF THE SECRETARY

FEBRUARY 19, 2001

It shall be the duty of the secretary to act as clerk at all meetings of the Board; to record the proceedings of all meetings; and the minutes of all meetings, orders, resolutions and other proceedings of the Board in proper record books; to give the prescribed notice of the annual district meeting, and of all such special meetings as shall be required to give notice of in accordance with the provisions of law; to preserve and file copies of all reports and safely preserve and keep all books, papers and other documents belonging to the office of secretary or to the district, and to deliver the same to his/her successor in office; and to perform such other duties as are or shall be required of the secretary by law or by the Board.

~~The secretary shall be the chief elections officer of the school district with authority to delegate duties to a member of the administrative staff. As outlined by law, if the secretary of the board is running for re-election, the treasurer of the board must canvass the secretary's nominating petitions.~~

The secretary shall sign documents and correspondence as authorized by the Board and/or required by law.

BYLAWS OF THE BOARD

ABCF

DISTRICT ORGANIZATION BOARD MEMBER REMOVAL FROM OFFICE

June 20, 1988

Removal from Office

The office of a member of the Board shall become vacant immediately, without declaration by any officer or acceptance by the Board or its members, upon one of the following events:

- a. Death of the incumbent, or the incumbent's being adjudicated insane or being found to be **a legally incapacitated individual by a court of competent jurisdiction.** ~~mentally incompetent by the proper court.~~
- b. The incumbent's resignation
- c. The incumbent's removal from office
- d. The incumbent's conviction of a felony
- e. The incumbent's election or appointment being declared void by a competent tribunal
- f. The incumbent's neglect or failure to file his/her acceptance of office, to take the oath of office, or to give or renew an official bond required by law
- g. The failure of the district to elect a successor at the annual school meeting or election
- h. The incumbent's ceasing to possess the legal qualifications for holding office
- i. The incumbent's residence being removed from the school district

Recall of Board Member

Each Board member is subject to recall by the school electors of the respective district in the manner prescribed by law.

BYLAWS OF THE BOARD

ABCB

DISTRICT ORGANIZATION BOARD MEMBER QUALIFICATIONS

June 20, 1988

A school elector is eligible for election or appointment to the Board of Education.

Acceptance of Office; Constitutional Oath

Within five **business** days after an election, each member-elect shall be notified of the election. Within ten **business** days after notification of election or appointment to the Board, each person shall file with the Secretary of the Board an acceptance of the office to which the person has been elected or appointed, ~~accompanied by a written affidavit setting forth the fact of eligibility as a school elector.~~ Each person elected or appointed to the Board shall take and subscribe the following oath or affirmation: "I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this state, and that I will faithfully discharge the duties of the office of member of the Board of Education according to the best of my ability."

BYLAWS OF THE BOARD

ABCDA

DISTRICT ORGANIZATION UNEXPIRED TERM FULFILLMENT

~~June 20, 1988~~

If less than a majority of the offices ~~offices~~ trustees of the Board of Education become vacant, the remaining members of the Board appoint a qualified resident to fill the vacancy immediately.

If a vacancy is not filled within 20 days after it occurs, the Intermediate School Board shall fill the vacancy by appointment.

If a majority of the offices are vacant at the same time, the remaining member or members of the Board shall immediately call a special election of the school district to fill the vacancies. If the election is not called by the remaining member or members of the Board within 20 days after the happening of the vacancies, or if all offices of the members of the Board are vacant, the intermediate superintendent shall call a special election of the school district to fill the existing vacancies for unexpired portions of the respective terms. The special election shall be held on a date approved by the county election scheduling committee as provided by law.

A person elected or appointed to fill a vacancy on the Board shall file an acceptance of office and qualify under Section 1102 (see ABCB), and shall hold office until the next annual school election when the vacancy shall be filled for the remainder of the unexpired term.

BYLAWS OF THE BOARD

BBBE

BOARD OPERATIONS BOARD MEMBER COMPENSATION AND EXPENSES

NOVEMBER 2, 1988

The Board of Education authorizes compensation for its members which shall not exceed \$50.00 per meeting and authorizes \$100 additional compensation per year for the secretary of the Board.

Authorized Activities

Subject to the provisions of the Michigan School Code, the following activities are designated as meetings or functions for which Board of Education members shall be entitled to compensation:

- a. All regular Board of Education meetings
- b. All special Board of Education meetings
- c. All committee meetings if scheduled on other than the night of a regular or special Board of Education meeting
- d. ~~Attendance at any recognized school-affiliated group when the corporate Board as a whole is invited to participate~~
- e. Study sessions of the Board of Education
- f. Joint meetings with other governmental agencies when the Board of Education functions as a committee-of-the-whole; i.e., meetings with city councils, board of trustees for Schoolcraft College, etc.

Reimbursement for Expenses

The Board of Education may pay the actual and necessary expenses incurred by its members and employees in the discharge of official duties or in the performance of functions authorized by the Board. The expenditures shall be a public record and shall be made available upon request.

EXHIBIT

BBBE(2)

BOARD OPERATIONS BOARD MEMBER COMPENSATION AND EXPENSES

November 2, 1998

The School Code allows a Board of Education to authorize compensation on a per meeting basis for Board members provided the amount per meeting is approved at a public meeting. The authorized activities (items "a" through "f") are based on formal meetings in which all Board members are scheduled to meet. Authorized activities incorporate those meetings that constitute a meeting under the Open Meetings Act. It would not include events in which individual Board members are invited for social activities. Item "d" would cover a meeting with the Wayne County Association of School Boards or the Michigan Association of School Boards when the entire Board of Education was invited to participate in a scheduled meeting.

REMOVE EXHIBIT

BYLAWS OF THE BOARD

BBBC

BOARD OPERATIONS BOARD MEMBER DEVELOPMENT OPPORTUNITIES

APRIL 23, 2007

Members are encouraged to attend educational, leadership, and developmental workshops, conferences, and seminars which will assist them in the performance of their duties. Members will also be reimbursed for ~~appropriate educational materials~~ **actual and necessary expenses**. Any expenditure of district funds exceeding \$500 per event, or expenses including overnight travel, must have prior approval by resolution.