

BYLAWS OF THE BOARD

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DISTRICT ORGANIZATION BOARD POWERS AND DUTIES

JANUARY 21, 2014

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 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.: MCL 380.1201, *et seq.* (Legal References Updated 3/12/07)

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BOARD OPERATIONS DUTIES OF THE SECRETARY

JANUARY 21, 2014

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

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DISTRICT ORGANIZATION BOARD MEMBER REMOVAL FROM OFFICE

JANUARY 21, 2014

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
- 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.

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DISTRICT ORGANIZATION BOARD MEMBER QUALIFICATIONS

JANUARY 21, 2014

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. 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."

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BOARD OPERATIONS BOARD MEMBER COMPENSATION AND EXPENSES

JANUARY 21, 2014

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 Revised 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. Study sessions of the Board of Education
- e. 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.

BYLAWS OF THE BOARD

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**BOARD OPERATIONS
BOARD MEMBER DEVELOPMENT OPPORTUNITIES**

JANUARY 21, 2014

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 be reimbursed for actual and necessary expenses. Any expenditure of district funds exceeding \$500 per event, or expenses including overnight travel, must have prior approval by resolution.