

# **South San Antonio ISD Board Operating Procedures**

## **1. BOARD MEMBER ETHICS**

- 1.1 All Board Members of the South San ISD are responsible for reading and complying with the ethical standards outlined in District Policies BBF (LEGAL) and BBF (LOCAL). There shall be a signature line for each Board Member to sign and date, attesting to the fact that the Board Member has read, understood and agrees to comply with these Board Operating Procedures and any future amendments.

## **2. CONDUCTING BOARD MEETINGS**

### **2.1 Appointment of Sergeant-At-Arms**

The Chief of Police of the South San Antonio ISD Police Department is designated as the Sergeant-at-Arms of the South San Antonio ISD Board of Trustees. The Sergeant-at-Arms shall attend all meetings of the South San Antonio ISD Board of Trustees and all meetings on Board Committees appointed under Board Policy BDB (Local). In the absence of the Chief of Police, the Chief may appoint one or more officers of the South San Antonio ISD Police Department to serve as deputy Sergeants-at-Arms of the South San Antonio ISD Board of Trustees.

### **2.2 Duties of Sergeant-At-Arms**

It shall be the duty of the Sergeant-at Arms to keep order and proper decorum during the course of meetings of the South San Antonio ISD Board of Trustees and the meetings of its Internal Committees in accordance with the duties set forth below. In performing the duties of his or her office the Sergeant-at Arms or as the case may be Deputy Sergeants-at Arms shall be under the direction of the presiding Officer of the Board or Internal Committee meeting, and shall faithfully carry out such directives as are given by the Presiding Officer during the course of the meeting.

### **2.3 Applause, Outbursts, or Demonstrations by Audience**

No outburst or other demonstration by any spectator shall be permitted during the course of a meeting.

### **2.4 Note of Ruling**

After repeated warnings to persons in the audience to refrain from demonstrating, the Presiding Officer may direct the Sergeant-at-Arms to remove the offending individual from the meeting room.

### **2.5 Sanctions for Obstructing Proceedings**

The Board of Trustees or Internal Committee, during its sessions, may direct the removal of the offending individual from District premises for a period of up to 48 hours of any

person, not a member, for violation of the these rules, for disrespectful and disorderly conduct in its presence, or for obstructing any proceeding.

**2.6 Decorum and Debate of Trustees**

At all times, Board Members and Superintendent will conduct themselves with the utmost professionalism and respect toward one another, toward members of the administration, toward employees and toward members of the community.

**2.7 Members to Address President or Presiding Officer**

During board meetings, Board Members will not carry on a debate among each other. All questions must be directed to the Board President. When a trustee is about to speak in debate or to communicate any matter to the Board or Internal Committee, the member shall address the President or as the case may be, the Presiding Officer. A Trustee who desires to speak on a pending question should address the President or Presiding Officer and, having obtained recognition, may speak, in an orderly way. Board Members must be recognized by the Board President before speaking. The Board President must recognize each Board Member when a Board Member raises his or her hand asking for the floor or asks to be recognized.

**2.8 Interruption of President or Presiding Officer**

The President of the Board of Trustees or the Presiding Officer shall not be interrupted while putting the question or addressing the Board.

**2.9 Interruption of Member Speaking**

No Trustee shall interrupt another Trustee who has the floor or otherwise interrupt the business of the Board of Trustees or Internal Committee, except for the purpose of making a point of order, moving the previous question, demanding that a point of order under discussion or consideration be immediately decided.

**2.10 Recognition of Trustees in Debate**

When two or more Trustees begin to speak at once, the Presiding Officer shall decide which one shall speak first.

**2.11 Speaking More Than Once In Single Debate**

No Trustee shall speak more than once in any debate concerning a matter for the Board's or Internal Committee's deliberation until every Trustee desiring to do so shall have spoken and no Trustee shall speak more than twice in any one debate. The Board President must recognize all Board Members once, such that all Board Members have an opportunity to address each issue under consideration, before recognizing Board Members a second time on the same issue under consideration, as per Robert's Rules of Order.

**2.12 Questions to Staff**

All questions addressed to the administration or staff must be directed to the

Superintendent of Schools. The Superintendent, at his or her discretion, may ask administrators or staff present at the Board Meeting to address the Board Member who asked the question, to the Board as a whole or directly to the Superintendent

**2.13 Use of Electronic Devices Prohibited**

At no time during a Board Meeting, whether a regular or special called meeting and whether in open or closed session, shall a Board Member use his or her cell phone or engage in texting. The use of phones or texting demonstrates a lack of respect for the proceedings and may, under certain circumstances, even be a violation of the Open Meetings Act. Board Members will refrain from private discussions during any Board Meeting whether in open or closed session. In the event of an emergency, Board Members will excuse themselves from the meeting to address the emergency.

**2.14 Member Called To Order**

When a Trustee shall be called to order by the President or by the Presiding Officer, the Trustee shall not be allowed to speak, except to the point of order, until the question of order is decided. If the decision be in the member's favor, the member shall be at liberty to proceed; if otherwise, the member shall not proceed without leave of the Board, or as the case may be the Internal Committee.

**2.15 Refusal of Member Called To Order to Cease Speaking**

Whenever a Trustee is called to order by the President or by the Presiding Officer then in the chair and such member fails to cease speaking and be in order but continues disorderly, it shall be the duty of the Sergeant-at-Arms and/or the Sergeant's Deputies, upon the direction of the President or Presiding Officer to require such recalcitrant Trustee to be in order. Any Trustee who persists in disorderly conduct after being warned by the President or Presiding Officer may, by motion duly made and carried by a majority of the members present, be removed from the meeting room by the Sergeant-at-Arms and shall be required to purge himself or herself of such misconduct. Until such member has purged himself or herself of such misconduct, the member shall not be entitled to attend the meeting.

**2.16 Punishment for Misconduct**

The Board of Trustees may punish any member for disorderly conduct and, with the consent of a majority of the elected members, may expel a member for a period of time not to exceed 48 hours.

**3. COMMUNICATION BETWEEN BOARD MEMBERS**

3.1 Board members will observe the provisions of the Texas Open Meetings Act at all times and avoid meeting in circumvention of the Act.

3.2 Board Members may not conduct a poll by any means or method to determine how each Board Member will vote on any public issue or to discuss public business in circumvention of an open discussion of an issue by all Board Members at a legally called meeting.

3.3 Board Members may contact one another for the sole purpose of determining a date, time or place to hold a special called Board Meeting, or to place an item on the agenda of a special called meeting.

3.4 Board Members shall not communicate with one another via email if the communication involves the public business of the school district. Responding to blast emails to Board Members may be a violation of the Open Meetings Act. Consequently, Board Members will not respond to blast emails to other Board Members. When communicating with Board Members on any email, the Superintendent shall include a disclaimer at the end of the email admonishing Board Members to refrain from responding to the email. It is not a violation of Law for a Board Member to respond to the Superintendent only.

**4. BOARD MEMBERS VISITING CAMPUSES, THE ADMINISTRATION BUILDING AND OTHER DISTRICT FACILITIES**

4.1 Board Members must obey and follow all State Laws, District Policies and campus rules and regulations regarding visiting campuses, administration buildings and other district facilities.

4.2 In order to become competent fiduciaries, Board Members must have access to information. However, all Board Members agree that the acquisition of information should be orderly and with the least possible disruption to the administration of the school district. Therefore, Board Members must coordinate with the Superintendent of Schools at least within 24 hours in advance of visiting a school campus, administration building and other district facilities. Board Members must also advise the Superintendent when they would like to discuss school related issues with any individual member(s) of the district staff and of the matter to be discussed. The Superintendent may, at his or her discretion, decide how to best accommodate the Board Member's request for information. Board Members, after advising the Superintendent of their intent to visit a facility, upon arrival to the facility must report to the appropriate administrator for check-in procedures. All Board Members are subject to the same check-in procedures at all district facilities, especially school campuses, as are any visitors, parents or District patrons.

**5. RELATIONS WITH DISTRICT STAFF**

5.1 Board Members must not direct, order or suggest to any district staff how to best accomplish their assigned tasks. Any questions, complaints, comments or suggestions about district operations should be directed to the Superintendent. The Superintendent may, at his or her discretion, decide how to best address the Board Members' questions, complaint, comments or suggestions.

5.2 Board Members must at all times maintain the dignity and respectability consistent with their positions as leaders and fiduciaries of the school district. Board Members must at all times maintain a professional and respectful RELATIONSHIP WITH administrators, employees, teachers and students. However, this procedure shall not violate Board Policy DGBA (local) which allows employees to have direct communication with Board Members

relative to district operations. Board Members shall not be prohibited from socializing with employees outside of work hours on a personal non-school related basis.

- 5.3 Board Members may not, at any time, assume a participatory role with staff or students, unless specifically requested by campus staff.

## **6. REQUESTING INFORMATION FROM STAFF**

- 6.1 Board Members may request information from the Superintendent, only. The Superintendent must address the Board Members request without disruption to the school district.
- 6.2 Board Members may not request information directly from any member of the administration other than the Superintendent.
- 6.3 Board Members must be cognizant of the fact that an overly voluminous request for information or a request for a quick response may be unduly burdensome to the Superintendent or staff members. Consequently, Board Members must balance the reasonableness of the request with the potential for disrupting district operations.
- 6.4 Board Members agree that a response by the Superintendent to a request for information by a Board Member(s), will be shared with all Board Members.

## **7. CLOSED SESSION**

- 7.1 Board Members agree that matters discussed in closed session must remain confidential until or unless a vote is taken on a matter that thereafter becomes public. Board Members further agree that disclosing closed session matters to the public may result in liability to the District. Consequently, Board Members shall not disclose closed session discussions and deliberations to any member of the public.

## **8. BOARD GOVERNANCE**

- 8.1 The qualified Members of the Board of Trustees after each regular trustee election, shall elect officers pursuant to Board Policy BDAA (LEGAL) and (LOCAL). The Board may elect officers at no other time except at the anniversary of the regular trustee election.
- 8.2 Exceptions to this procedure would include; the resignation of a board officer, the resignation of a Board Member who is also a board officer and any reason for removal as outlined in Board Policy BBC (legal) that involves a board officer.
- 8.3 Continuity in board leadership is vital to the stability of the Board of Trustees and the School District. Notwithstanding the provisions found in 8.1 and 8.2; the Board may have to exercise provisions of Board Policy BDAA (Legal) under egregious situations emanating from provision 8.1 and 8.2.

## **9. CONSEQUENCES/SANCTIONS**

- 9.1 The Board President, after corroborating any violations of the operating procedures, may issue a warning in writing to the offending Board Member. The President will advise the Board of Trustees of this action.**
- 9.2 The Board President will determine if a Board Member has repeatedly violated provisions of the operating procedures. The Board President will appoint a Board Committee to review the violations or bring the matter to the full Board of Trustees.**
- 9.3 The Board of Trustees may consider an official public reprimand at a board meeting. The violations will be read into the record of the Board proceeding in the open session. The Board of Trustees will vote on this matter as appropriate.**
- 9.4 The Superintendent will be responsible for establishing a reporting system for his or her Principals, Department Directors, and Executive Team. The reporting system will be designed to address any violations of the aforementioned operating procedures as related to the Superintendent and staff. The Superintendent will advise the Board President and /or the Board of Trustees of any reported violations.**
- 9.5 Enforcement procedures pertain to any member of the Board, including the Board Officers. Three trustees may request a specific agenda item that addresses repeated violations of the board operating procedures by any board officer.**