

## Board Protocols Worksheet

Please review the following topics and indicate your level of concern:

- 1=conversation
- 2=protocol
- 3=policy

Board Agenda Issues	Concern
Any Board member may request that an item be placed on the agenda for board consideration by contacting _____ at least ___ days prior to the meeting.	
Items requiring significant preparation time may be placed on a Future Agenda Items section to get board support before proceeding or on a later agenda.	
A draft agenda will be developed by the superintendent and presented to the board president for approval ___ days prior to the meeting for which the agenda is prepared.	
A consent agenda will be used for items not requiring discussion.	
Any board member may ask to have an item pulled from the consent agenda to allow for discussion or individual consideration.	
Pulled consent items will be discussed (after/before) the consent agenda vote is taken.	

Meeting Preparation Issues	Concern
The superintendent will ensure that supporting information required for informed decision-making is provided to the board ___ days before the meeting.	
Board members will read all supporting documentation before the board meeting.	
Board members will call the superintendent with questions about the agenda item or supporting materials at least _____ before the scheduled board meeting.	
Board members are free to ask questions (even those answered) during the board meeting.	
All board members will receive a copy of any written material prepared in response to one member's request.	

Community Issues	Concern
Meeting agendas are available to the public at the meeting site and online.	
Procedures for public comment are clear.	
Only the president will respond to public comment during the meeting.	
Meeting facilities permit barrier-free access.	
Meeting facility has adequate space for those attending.	
Board members refer persons with positive or negative comments regarding school district operations to the proper staff person or administrator directly responsible for the operational activity.	
Board members will inform the superintendent of all positive or negative comments received from members of the community about the district.	
The _____ will serve as the media spokesperson for the board on board actions.	

Community Comments     3 minutes

Presenters  
 Civility

317MA2  
 49207

Meeting Conduct Issues	Concern
Members will avoid springing surprises on each other.	
Members will avoid hidden agendas.	
Members will state their position and vote their conscience.	
Board members and staff are respectful toward members of the community who address the board.	
Members agree to limit discussion to issues, not individuals	
Members will not debate issues with members of the audience.	
Members will limit deliberations/activities to board work and not administrative/staff work.	
The board chair will ensure only one person speaks at a time and that each member has an equal opportunity to participate.	
Members will listen to each other and not engage in side conversations.	
Members will refrain from taking a position on an agenda item or issue until all relevant information is presented.	

Post-Meeting Issues	Concern
All members will support (not undermine) decisions of the board	
All members will ensure that all documents, records, reports, etc. are processed and maintained in accordance with applicable laws, regulations, policies, etc.	

Other Issues	Concern