

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 including BBF (LOCAL), BBFA (LOCAL), BBFA (LEGAL), BBFB (LOCAL) and BBFB (LEGAL). These Board Operating Procedures will be reviewed and amended as appropriate on an annual basis.

2. CONDUCTING BOARD MEETINGS

2.1 Member 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.

2.2 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.

2.3 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.

2.4 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.

2.5 Speaking More Than Once In Single Debate

No Trustee shall speak more than once in any debate concerning a matter for the Board'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. The Board's discussion of any agenda item shall not exceed 21 minutes, with each Trustee allowed 3 minutes to comment. The Board President, at his/her discretion, may extend the amount of time that each Trustee is allowed to speak, but must ensure that each Trustee is allowed an equal amount of time.

2.6 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

2.7 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.

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 Responding to any communication to Board Members may be a violation of the Open Meetings Act. Consequently, Board Members will not respond to any communications to other Board Members. When communicating with Board Members on any communication, the Superintendent shall include a disclaimer admonishing Board Members to refrain from responding to the communication. 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 Board Members must coordinate with the Superintendent of Schools 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. 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/MEDIA

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 as a Trustee with staff or students, unless specifically requested by campus staff.

5.4 All media inquiries received by Board Members, will be forwarded to the school district's Public Information Officer for an official response of the district from that office.

6. REQUESTING INFORMATION FROM STAFF

6.1 In order to become competent fiduciaries, Board Members must have access to information. Board Members may not request information directly from any member of the administration other than the Superintendent.

6.2 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. Reference Texas Education Code 11.1512(c)

6.3 The Superintendent shall share all requests for information 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 is prohibited. Consequently, Board Members shall not disclose closed session discussions and deliberations to any member of the public.

8. CONSEQUENCES/SANCTIONS

8.1 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.

8.2 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.

South San Antonio ISD Board of Trustees

By affixing my signature below, I, the undersigned Member of the Board of Trustees of the South San ISD, do hereby attest that I have read, understood and agree to comply and enforce these Board Operating Procedures and any future amendments.

Manuel Lopez

Date

Ernesto Arrellano Jr.

Date

Homer Flores Jr.

Date

Shirley Ibarra

Date

Abel Martinez Jr.

Date

Cyndi Ramirez

Date

Joe Araiza

Date