



# **OPERATING PROCEDURES**

**2024**

## OKEMOS BOARD OF EDUCATION OPERATING PROCEDURES

iii. Any inquiry/response may be subject to public disclosure per FOIA.

### 10. Board Member Protocol with Administration and District Personnel

- i. Board members hold no individual authority to direct the Superintendent.
- ii. No single Board member should endeavor to deliver direction or make requests to District personnel without the express permission of the Superintendent. The Superintendent is held responsible through his evaluation for the effectiveness of all staff.
- iii. Communications are, at times, necessary to gather information, express gratitude, or ask for clarifications. These are completely appropriate and would not undermine the authority of the Superintendent.
- iv. Board members should not involve themselves in issues that may arise during casual conversations but may wish to convey such issues to the Superintendent via email or phone in order that they may respond or at a minimum be aware of the issue. If the issue involves Board policy, the Board President should also be informed.
- v. Concerns about an administrator's actions/decisions should be shared with the Superintendent and the Board President and can be communicated via email. Additional dialogue with administration may be warranted as determined by the Superintendent.

## B. Leadership and Organization

### 1. Selection and Operation of Board Committees (See Board Policy 2505)

- i. Committee members are appointed by the Board President with the exception of the Executive Committee.
- ii. Responsibilities of each standing committee:
  - Executive Committee. Executive Committee (President, Vice President, and Secretary)—to develop board meeting agendas and develop and maintain the board planning calendar
    - Agenda planning
    - Calendar planning
    - Retreat planning
    - Board self-assessment
    - New Board Orientation
    - Provide Committee Reports
    - Set Executive Committee Meeting dates
  - Policy – To review and recommend revisions to Board policies and Board Operating Procedures. Provide Committee Reports
  - Advocacy – To review new legislation, its impact on the district, and recommend resolutions for adoption. Additionally, shall promote appropriate board engagement in advocacy activities and engage the community to identify areas where they may wish to advocate for issues that would serve to advance the educational opportunities of Okemos students. Provide Committee Reports.
- iii. Ad Hoc committees may be assigned for a specific need or purpose but will be time limited. They will meet on an as needed basis.
- iv. Minutes and notes of committee meetings will be posted in BoardBook as appropriate.

### 2. Election of Officers (See Board Policy 2405)

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### 3. Role and Authority of Officers (See Board Policy 2406)

### 4. Board Officer Transition Process

- i. The current officers shall relate their duties and responsibilities of the position to their replacement officers.
- ii. The new officers shall review written descriptions of the position before taking office.

## V. MEETINGS

### A. Open Meetings Act (See Board Policy 2501)

All regular and special meetings of the Board at which the Board is authorized to perform business shall be conducted in public. No act shall be valid unless approved at a meeting of the Board by a majority vote of the members elected or appointed to and serving on the Board and a proper record made of the vote.

Meetings of the Board shall be public, and no person shall be excluded therefrom. M.C.L. 380.1201

- Any time four or more Board members are gathered together to discuss school business, it is considered a meeting (quorum).
- In addition to the following procedures, at all times Board member shall adhere to the Board Code of Ethics.

### B. Regular Meetings (See Board Policy 2501)

#### 1. Developing the Board Meeting Agenda

The Board's Executive Committee and Superintendent shall prepare a written agenda prior to each regular and special meeting.

- i. The Board President and the Superintendent shall submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting.
- ii. The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the district with such recommendations as they shall make.
- iii. Each agenda may contain the following statement:  
"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda item."
- iv. The agenda for each regular meeting shall be posted to BoardBook, or if BoardBook is unavailable, mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda and available materials should be received no later than one week prior to the meeting so as to provide time for the study of the agenda by the member. Every effort will be made to ensure that reports and/or revised reports are posted or delivered before noon of the day of the meeting, and the Superintendent will inform the Board if any presentation materials are modified less than three hours before the start of the meeting. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.

