

# Board Operating



## Procedures

**Hardin-Jefferson Independent School District**  
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I. DEVELOPING BOARD MEETING AGENDAS

A. Placing Items On The Agenda – Policy BE (Local)

1. The deadline for submitting items for inclusion on the agenda is the fifth calendar day before regular meetings and the third calendar day before special meetings.
2. In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings.
3. Should at least two (2) Board members wish to have something placed on the agenda, the Board members will submit their proposed action item and policy changes to the Superintendent. The Superintendent will provide Board members with information on the item, administration position, and recommendations. The agenda item will appear on the next regular Board meeting agenda.
4. Any two (2) Board members may ask the Superintendent during a meeting to put an item on the next agenda.
5. District administrative staff will prepare recommended motions for agenda items as necessary, to be used at the discretion of the Board.

B. Items that cannot be on the agenda other than for closed session. – Policy BE (Local)

1. All discussion and deliberation of personnel and confidential student issues must be conducted in an executive session unless specifically required to be discussed in open session.
2. Any item not addressed in #1 above, may be discussed in closed session as allowed by the Texas Open Meetings Act.

C. Questions about agenda items, requests for information, other trustee correspondence with the Superintendent and administrative response.

1. All questions or requests of the administration shall be directed through the Superintendent's office as early as practical prior to the next scheduled meeting.
2. Any response provided to a Board member's request shall be provided to all Board members.
3. Trustees will avoid "replying all" to messages from district administration and should reply only to district administration.

D. Special meetings may be called by the Board President after consultation with the Superintendent, or by two trustees to the Superintendent or the Board President.  
Policy BE (Local)

- E. Consent agenda items are considered to be routine by the Board of Trustees and will be enacted with one motion. There will be no separate discussion of items unless a Board member so requests, in which event the item may be removed from the consent agenda and considered as an item on the Regular agenda.

## II. MEMBER CONDUCT DURING BOARD MEETINGS

- A. All Board members are expected to model the Board Member Ethics as described in Board Policy, BBF (Local).
  - 1. Ethical Standards of a Board Member:
    - a. Equity in Attitude, Trustworthiness in Stewardship, Honor in Conduct Integrity of Character, Commitment to Service, Student-Centered Focus.
- B. If during a meeting, a Board member violates a Robert's Rules of Order, the following disciplinary procedures will be enforced:
  - 1. President or any member will ask for a recess and the President and Vice President will talk privately with the offending Board member.
  - 2. If the offending Board member continues to be in violation, a public warning will be issued in open session by the President.
  - 3. If the offending Board member continues to be in violation, any member of the Board may call for public censure and removal of the offending Board member from that meeting, requiring a 2/3 vote according to Robert's Rules of order for disruption of a public meeting.
- C. Voting
  - 1. All members, including the President, will vote on all action items.
  - 2. A member will not abstain from voting except by legal right which must be stated by the trustee who wishes to abstain at that time.
  - 3. In the event of a tie vote on any action item, the motion fails.
- D. Board member response to a person addressing the Board.
  - 1. Public participation at a Board meeting (monthly public forum) - Policy BED (Local)
    - a. Public comment will require that the person or person shall sign in with the presiding officer or designee and shall indicate the topic they wish to speak about.
    - b. Ordinarily, the time limit on participation by individual persons will be three (3) minutes each, under the discretion of the presiding officer.
    - c. The Board may ask clarifying questions or recite policy as a response, but shall not deliberate or decide any matter that is not posted with on agenda for the meeting. The Board President may

ask the Superintendent to investigate the matter and report back to the Board at a later time.

2. Public participation at a Board meeting (required public hearings) -Policy BED (Local)
  - a. Board shall allot up to 30 minutes to hear persons who desire to make comments to the Board. No presentation shall exceed three minutes, and all comments should pertain to the posted hearing topic and not to other topics.
  - b. Audience participation is encouraged at a Board meeting but is limited to the public hearing portion of the meeting. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer. During the public hearing, the Board may provide factual information or existing policy, but the Board shall not engage in discussion with the audience other than to ask clarifying questions.
3. When a member or members of the public are disruptive, they will receive a verbal warning from the presiding Officer.
4. When a member or members of the public continue with a second infraction, the presiding officer will ask the Superintendent to call law enforcement to escort the person or persons off the premises and he/she may not return during that meeting.

E. Agenda item discussion by Board members

1. Each member will have the opportunity to discuss an item at least once before the item may be tabled or postponed.
2. Presiding officer or any Board member by point of order will limit discussion to the pros and cons of the item under discussion.
3. The Board President will manage time for discussion of an item.

III. INFORMATION OR REPORT REQUESTED BY A BOARD MEMBER BETWEEN MEETINGS.

- A. A Board member may request existing information or reports through the Superintendent. The Superintendent will gather the information or report and disseminate it in a timely manner to the entire Board. Board members are encouraged to advise the Superintendent of questions or concerns regarding agenda item(s) before the Board meeting.

- B. Information requested from an attorney must be requested through the Board President or the Superintendent.

IV. CITIZEN REQUEST/COMPLAINT TO THE INDIVIDUAL BOARD MEMBER (Policy GF)

- A. When a citizen complains to a Board member, the Board member should:
  - 1. Remind the citizen that the Board member must remain impartial in case the situation comes before the Board.
  - 2. Refer the citizen to the lowest level at which the complaint can be reviewed.
  - 3. The Board member may inform the Superintendent of the complaint if they deem it appropriate.
- B. When appropriate, the Superintendent or designee shall communicate with the citizen in a timely manner and follow-up with the Board.

V. EMPLOYEE REQUEST/GRIEVANCE TO THE INDIVIDUAL BOARD MEMBER (Policy DGBA)

- A. When an employee contacts a Board member about a grievance, the Board should:
  - 1. Remind the employee their chain of command.
  - 2. Remind the employee that the board member must remain impartial.
  - 3. Discuss the incident with the Superintendent in a timely fashion, and, if appropriate with the Board President.

VI. VENDOR REQUEST/CONCERN TO INDIVIDUAL BOARD MEMBER.

- A. Board members should refer vendor contacts to the Superintendent, or his/her designee.
- B. No Board member shall promise a vendor any type of business with the district.

VII. BOARD MEMBER VISITS TO SCHOOL CAMPUSES

- A. Board members are encouraged/expected to attend special events on campuses to represent the Board in support of activities.
- B. Board members are not to go into teachers' classrooms or campuses outside of scheduled activities/events.
- C. Board members are not to evaluate an employee's performance informally or formally.

- D. Board members are not to discuss a personnel matter with the employee, except to refer them to the appropriate administrator.

#### VIII. COMMUNICATIONS

- A. The Superintendent will communicate with the Board on an as needed basis.
- B. Information sent to any Board member, with exception of the President, will be distributed to all Board members.
- C. Board members will keep the Superintendent informed via telephone calls, emails, or personal visits.
- D. The Board can communicate with the community through public hearings, regular Board meetings, district website, and regular publications.
- E. Individual Board members cannot speak in an official capacity outside of a legally called Board meeting with a quorum present, or call, or attend meetings as a representative of the Board without prior authorization of the board. Discussion of District business, and communication with the community, by individual Board members via social media is discouraged.
- F. The Board encourages input; however, anonymous calls or letters will not receive Board attention, discussion or response and will not result in directives, unless it's a matter of safety, from the administration.
- G. The Board, individually and collectively, shall not discuss an employee's employment, assignment, reassignment, salary and benefits, evaluation or other terms and conditions of employment with any employee other than the Superintendent and designees, unless the Superintendent is notified in advance and agrees to such discussion.
- H. In the event communications with the Board take place via email, Board members shall communicate by replying to the Superintendent. Using "reply all" could create a situation where district business is being deliberated outside of a properly called Board meeting and may violate the Texas Open Meetings Act.

#### IX. EVALUATION OF THE SUPERINTENDENT

- A. The Superintendent will be evaluated in January each year or at a time mutually agreeable to the Board and the Superintendent.

- B. The Superintendent's performance review will be based on annual priorities and goals established and approved by the Board, with consideration of the TAPR report.
- C. The Superintendent's evaluation instrument will be reviewed each year prior to the scheduled evaluation.

X. SELECTION OF BOARD OFFICERS

- A. Election of officers: At the first regular meeting after each regular election, and certification of newly elected trustees, the members of the Board shall organize by electing the following officers:
  - 1. A President, who shall have been a member of the board for at least two years prior to the election.
  - 2. A Vice President
  - 3. A Secretary
- B. Board officers are elected by a majority vote of the Board.
- C. Board officers serve one-year terms or until a successor is elected. Ordinarily, an officer will not serve more than two, one-year terms consecutively in the same officer capacity. Board officers must be elected by 2/3's vote in order to serve more than two, once-year terms consecutively in the same officer capacity.

XI. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICER

- A. No Board member has authority outside the Board meeting.
- B. No Board member can direct an employee in regard to performance of duties.
- C. The Board President shall:
  - 1. Preside at all Board meetings at which he/she is present.
  - 2. Appoint committees.
  - 3. Call special meetings.
  - 4. Sign all legal documents required by law.
- D. The Vice President shall:
  - 1. Act in the capacity of the president in the President's absence.
  - 2. Sign or countersign warrants as necessary.
- E. The Secretary shall:
  - 1. Keep or cause to be kept, an accurate record of the proceedings of the Board meetings.
  - 2. Act in the role of President in the absence of the President and Vice President.
  - 3. Sign or countersign warrants and other documents as necessary.

- F. Order of succession
  - 1. In the event that the school district is included in an area declared as either state or federal disaster area, the order of succession after the Secretary, shall be determined by the tenure of the Board members present.
  - 2. Should the tenure of the two senior Board members present be identical, then succession shall be determined by alphabetical order of the last name.

XII. ROLE OF THE BOARD IN EXECUTIVE SESSION

- A. Agenda posting for executive session. The posted agenda will list the topics to be discussed in executive session, as identified later in these guidelines.

- B. Entering executive session.

The Board may enter executive session after the following requirements have been met:

- 1. A quorum of the Board has first convened in open meeting for which notice has been given.
- 2. The presiding officer has publicly announced in open meeting that an executive session will be held.
- 3. The presiding officer need not announce the specific sections of code for topics to be discussed in executive session, but must, at a minimum, announce the content to be discussed.

- C. Executive Session. Policy BEC (Local)

Executive sessions are authorized for the following purposes:

- 1. Attorney Consultation 551.071
- 2. Real Property 551.072
- 3. Prospective Gifts 551.073
- 4. Personnel Matters 551.074
- 5. Student Issues 551.082, 0821,.083
- 6. Security 551.089



7. Assessment Instruments 551.088
  8. Emergency Management 551.091
  9. Economic Development 551.087
  10. Any other provision authorizing deliberations in closed meeting under the Texas Open Meetings Act.
- D. The Board shall reconvene the open meeting after an executive session, prior to adjourning the meeting. 551.102.
  - E. Confidentiality. In accordance with the requirements of HJISD Board Policy BEC, and 551.146, Tex. Gov't Code, no Board member may reveal to any other person the statements or comments made by another Board member or other authorized person in attendance at closed (executive) session of the Board of Trustees.
  - F. Closed meetings may not be recorded by an individual trustee against the wishes of a majority of the Board.

### XIII. MEDIA INQUIRIES TO THE BOARD

- A. Media inquiries should be directed to the Board President or the Superintendent.
- B. The Board President shall be the official spokesperson for the Board to the media/press on issues of media attention.
- C. Individual Board members should always remember that they have no official capacity to represent the district outside of a regular Board meeting. Therefore, they should always make it clear when speaking to the media that any opinion they express does not represent the position or opinion of the HJISD Board of Trustees.
- D. When asked about any item that the Board has taken action on, individual Board members may certainly state their personal opinion in regard to the issue as it was presented prior to the vote. However, as a member of the Team of Eight, they should also state their resolve to support the will of the Board and do everything in their power to assure the successful implementation of the issue for the wellbeing of the district and its students.

### XIV. REVIEWING BOARD OPERATING PROCEDURES

- A. Board Operating Procedures will be disseminated after each board election and reviewed once per year, or upon the request by two or more board members.

- B. The Board will participate in the appropriate board training each year.
- C. New Board members will participate in Level I Board Member training as soon as possible after election.
- D. Board members will participate in Team of Eight training, as required, each year.
- E. Board members will review Conflict of Interest Policy, BBFA (Legal), each year and sign as required BBFA (Exhibit).

The above Board procedures do not supersede adopted Board policy. In the event of a conflict, Board policy controls.

*Suggested Signature of Board Members.*

*I have received and reviewed the above Board Operating Procedures and will abide by the procedures as written.*

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*Board Member Signature*

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*Date:*