

BOARD OF EDUCATION OPERATING PROCEDURES

May 26, 2021

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Table of Contents

I.	Becoming a Board Member	5
	A. Election Process	5
	1. Qualifications	5
	2. Electoral Process	5
	3. Special Elections	5
	B. Board Vacancies	5
	1. Events Causing Vacancies	5
	2. Filling a Board Vacancy	5
	3. If Vacancy Not Filled Within 30 Days	6
	4. Acceptance of Office	6
	C. New Member Orientation	6
	1. Required Actions Following Election to Office	6
	2. Board-Provided Materials	6
	3. Board-/Superintendent-Provided materials	7
	4. Superintendent-Provided Information	7
	a) School Finance	7
	b) School District Facilities	7
	c) School Curriculum and Instruction	8
	d) Administration and Staff	8
	e) School/Community Relations	8
II.	Duties and Responsibilities of the Full Board	9
	A. Governance	9
	1. Employment/Evaluation of the Superintendent	9
	a) Recruitment and Hiring	9
	b) Employment Contract	10
	c) Principal Residence	10
	d) Examinations and Evaluations	10
	e) Unsatisfactory Performance - Obligation	10
	f) Termination	11
	g) Incapacity	11
	h) Return to Active Service	12
	i) Due Process	12
	2. District and Board Goals - Create and Monitor	12
	3. Strategic Planning - Monitor	12
	4. Budget	12
	5. Policy	12
	6. Community Liaisons	12
	B. Open Meetings	13
	1. Annual Organizational Meeting	13
	2. Meeting Agendas	13
	3. Agenda Statement	13

4. Service of the Agenda	13
5. Consent Agenda	13
6. Questions About the Agenda	14
7. Preparation	14
8. Participation	14
9. Interaction with Audience	15
10. Board Member Participation in Discussion, Debate, and Voting	15
C. Closed Meetings/Sessions	16
1. Requirements	16
2. Confidentiality	16
3. Student Discipline Hearings	16
D. Meeting Minutes	17
1. Open Meetings	17
2. Public Inspection	17
3. Personally Identifiable Information	17
4. Closed Meetings	17
E. Legal Action	17
1. Receipt of Legal Documents	17
2. Release of Information/Documents	18
3. Actions Against or Involving the Board or a Board Member	18
III. Board Member Roles and Responsibilities	18
A. Communication	18
1. Requests for Information (link: Pat's policy)	18
2. Board Member to Board Member (link: Banasik info)	19
a) Limitations	19
b) Exceptions	19
c) Expectation of Privacy	19
3. Board Member to Public	19
4. General Public Expression	20
a) Limitations	20
b) Exceptions	20
5. Use of Social Media	21
6. Use of Electronic Mail	21
7. Staff Communications and Requests for Information	22
a) Staff Communications to the Board	22
b) Board Communications to Staff	22
c) Social Interactions with Staff	22
8. Prohibited Interactions	23
a) Staff	23
b) Parents/Community Members	23
c) Students	23
d) Vendors and Third-Party Providers of Goods and Services	24
9. Board Members as School Visitors	25
B. Member Concerns	25

IV.	Board Officers and Elections	25
	A. Officers and Descriptions	25
	1. President	25
	2. Vice President	26
	3. Secretary	26
	4. Treasurer	26
	B. Terms of Office	26
	C. Eligibility	26
	D. Consecutive Term Limits	26
	E. Nomination Process	26
	F. Election Process	27
V.	Board Committees and Liaisons	27
	A. General	27
	B. Standing Committee	27
	C. Task Forces	28
	D. Liaisons and Representatives	28
	E. Term	28
VI.	Volunteers	29
	A. Board Volunteers	29
	B. Committee Volunteers	29
	C. Student Board Interns	29
VII.	Miscellaneous	29
	A. Board Policies and Administrative Regulations	29
	B. Inconsistency with Law	
VIII.	Acknowledgment of Document Review	29
	A. Signature Page	31

I. Becoming a Board Member

A. Election Process

1. Qualifications

An individual is eligible for election as a member of the District's Board of Education if the individual is a citizen of the United States and is a qualified and registered elector of the School District by the applicable election filing deadline.

2. Electoral Process

- a) The number of members of the Board will remain the same as before July 1, 1996, unless changed by the School District's school electors at a regular or special election.
- b) A ballot question for changing the number of Board members may be placed on the ballot by action of the Board or by petition submitted by the school electors as provided under Michigan Election Law. Beginning in 2012, members of the Board will be elected in even years on the first Tuesday after the first Monday in November.
- c) Below is a link to BHS candidate guide for Board campaigns: [Bloomfield Hills Schools Candidate Guide](#)

3. Special Elections

A special election may be called by the Board as provided under Michigan Election Law.

B. Board Vacancies

1. Events Causing Vacancies

Generally the office of a Board member is immediately vacant if any of the following events occur:

- a) The death of a Board member
- b) A Board member is found to be mentally incompetent by a court of competent jurisdiction
- c) A Board member's resignation
- d) A Board member's removal from office (recall)
- e) A Board member's conviction of a felony
- f) A Board member's election or appointment is declared void by a competent tribunal
- g) A Board member's neglect or failure to file the acceptance of office, to take the oath of office, or to give or renew an official bond required by law
- h) A Board member ceasing to possess the legal qualifications for holding office
- i) A Board member's residence being removed from the School District

2. Filling a Board Vacancy

If less than a majority of the offices of Board become vacant, the remaining Board members will fill the vacancy immediately, using the following procedures:

- a) The Board will seek qualified and interested candidates from the community through news media, word of mouth, and contacts with appropriate organizations.
- b) All applicants will submit a notice of their interest, in writing, to the Board President.
- c) The Board will consider all interested candidates to determine their qualifications
- d) Appointment by the Board to fill a vacancy will be by majority vote of the full Board.

3. If Vacancy Not Filled Within 30 Days

If the vacancy is not filled within 30 days after it occurs, the Oakland Schools' Board of Education will fill the vacancy by appointment.

4. Acceptance of Office

A person elected or appointed to fill a vacancy on the Board will file an acceptance of office and will hold office until the next regular school election.

C. New Member Orientation

1. Required Actions Following Election to Office

Within 10 days of appointment and/or election to the Board, a new Board member must:

- a) File an Acceptance of Office, provide the necessary written affidavit, and be sworn into office by the Secretary to the Board of Education, as required by law.
- b) Contact the administration office to make arrangements for assignment of e-mail address and password, a picture ID badge and portrait for the website, instructions for delivery of Board mail, and receipt of Board materials/handouts (i.e., Board of Education Bylaws and Policies Manual, Administrative Regulations Manual, these Board Operating Procedures, directories, maps, MASB and ISD contact information, etc.).

2. Board-Provided Materials

The following items will be made available to all new Board members by the Board:

- a) Copy of the [Bloomfield Hills Schools Candidate Guide](#).
- b) A personal copy of the [District Policy Manual](#) and explanation of its use, development, review, etc.
- c) A copy and explanation of the District's [Mission, Vision and Strategic Goals](#).
- d) An explanation of Board organization (officers, current committees, and ad hoc committees) as stated in the Board Operating Procedures.
- e) A copy of the district's recently adopted [Board meeting minutes, including resolutions](#) and explanation of how Board committees and administration are executing the charges therein.
- f) An explanation of any policies governing Board member conduct and activities ([MASB Governance Standards](#), Code of Ethics, travel expenses, conflict of interest, professional development, etc.).
- g) An explanation of how Board meetings are conducted, including the parliamentary procedures used, Open Meetings Act requirements, placing items on the agenda, Board packets, etc.
- h) A copy of the [State of Michigan's Open Meetings Act Handbook](#).
- i) Instruction about the propriety of the Board speaking with one voice, the authority of the Board versus the authority of an individual Board member, the chain of command, etc.
- j) An explanation of Board processes, including: gathering community input, monitoring district progress, self-evaluation, communication with the media, etc.
- k) A historical perspective of the Board's current work, including minutes from the past year's Board meetings.
- l) An explanation and list of Board and Board member development opportunities available throughout the year, including: Michigan Association of School Boards' (MASB) [Certified Board Member Award Program](#) course offerings and workshops, certification process, annual conferences, etc.

- m) An acknowledgement that all new Board members may take classes before they take their seat in January.

3. Board-/Superintendent-Provided Materials

The following items are generally shared areas of expertise between the Board and Superintendent and therefore should be a joint responsibility in the orientation process:

- a) Clarification of roles and responsibilities, including discussion about ‘who decides’ particular types of issues.
- b) Explanation of how and why authority is delegated to the Superintendent.
- c) Explanation of the District’s Strategic Plan and [Administrative Regulations Manual](#).
- d) A copy of the Superintendent’s job description and employment contract.
- e) A copy of any [Superintendent evaluation materials](#) and discussion of how and when they are used.
- f) An explanation of how [Communication Protocol](#) flows between Board members and Superintendent and how to use the chain of command (see below).

4. Superintendent-Provided Information

The following items are generally within the Superintendent’s areas of expertise and responsibility in the orientation process. The Superintendent (or his/her designee) will provide the following information to all new Board members.

- a) School Finance
 - i) A copy of the District’s [budget](#) with an explanation of how, when, and by whom it is prepared; how the District’s mission and goals are translated into a dollars and cents plan; and where money comes from, where it goes, and how it is spent.
 - ii) An explanation of financial accountability processes, including: how funds are accounted for; how expenditures are authorized; what financial reports are provided and how to interpret them, etc.
 - iii) An explanation of the state’s school finance plan and what it means in terms of the District’s budget.
 - iv) Data on District per [student costs and expenditures](#), to include nature of the agreements with subcontracted service firms (food and custodial).
 - v) An explanation of the assessed valuation and tax structure of the District.
 - vi) An explanation of the funding process for the District.
 - vii) A description of the District’s [student enrollment trends and projections](#).
 - viii) Data on the existing bond indebtedness of the District and, if applicable, when various building debts will expire.
 - ix) Information on [federal and state aid](#) to the District’s education program.
- b) School District Facilities
 - i) A [list](#) showing the number, location, and condition of schools and other buildings owned and/or operated by the District.
 - ii) An explanation of [construction projects](#) contemplated and in process including [Master Property Planning](#).
 - iii) A description of the District’s building maintenance program.
 - iv) A description of the [geographic boundaries and attendance zones](#) for each of the District’s schools.
- c) School Curriculum and Instruction

- i) An explanation of [curriculum standards](#) required by state law and implemented by the State Board of Education.
 - ii) An explanation of the District's overall curriculum program, to include [names and characteristics](#) of any specific purchased curricula.
 - iii) An explanation of local school improvement initiatives (i.e., what, why, who, how, etc.), to include [school improvement plans](#) (SIP) and [district improvement plan](#) (DIP).
 - iv) An explanation of the educational organization of the District, including: student groupings, departmentalization, team-teaching, shared pupils/teachers, etc.
 - v) An explanation of how elementary, middle school, and high school curricula are coordinated.
 - vi) Student [dropout statistics](#).
 - vii) Information on the [Data Dashboard](#) which includes MEAP tests, other applicable standardized testing, recent test results and any other relevant student achievement data (to include those informing status of our equity policies), and the utilization of test results.
 - viii) Data on the percentages of students who go on to college or other post high school programs.
 - ix) Documents showing [teacher-pupil ratio](#) and median class size for the District.
 - x) Explanation of shared time agreements and other partnerships.
 - xi) The District's [special education](#) programs/courses offered for students with impaired sight or hearing, and emotional, neurological, and various alternate abilities.
 - xii) Data on age and condition of textbooks and other school equipment.
 - xiii) A description of [libraries, technological tools, and other instructional materials](#) in use now or planned for the future.
 - xiv) A listing of extra and co-curricular activities in the District.
- d) Administration and Staff**
- i) A copy of the job descriptions of the Superintendent, Executive Assistant, and top administrators.
 - ii) An [organizational chart](#) of the District's management structure.
 - iii) An [explanation](#) of personnel recruitment and hiring procedures.
 - iv) A [copy](#) of staff salary schedules and fringe benefit programs, including: data on average and median of teachers and administrators.
 - v) Data on staff-administrator ratios.
 - vi) A copy of the District's collective bargaining agreement(s) and a brief history of the recent collective bargaining activities in the District.
 - vii) An explanation of the District's [evaluation criteria](#) and procedures for administrators, teachers, and support staff, and also an explanation of what constitutes an employee's file.
 - viii) An explanation of the District's orientation program for new teachers.
 - ix) An explanation of the District's staff development program and what actions are taken in the event of an unfavorable evaluation.
- e) School/Community Relations**

- i) An explanation of programs, activities, and interests of PTA/PTO education-oriented groups and associations (i.e., booster clubs, advisory committees, etc.) as well as any groups affiliated with the school district.
- ii) An explanation of the District's public relations program, the District "brand," how it is coordinated, and what activities regularly take place.

II. Duties and Responsibilities of the Full Board

A. Governance Responsibilities

The main responsibilities of the Board of Education include:

1. Employment/Evaluation of the Superintendent

The Board of Education vests the primary responsibility for administration of the School District to the Superintendent.

a) Recruitment and Hiring

- i) Whenever the position of Superintendent is vacant, the Board will appoint a Superintendent as chief executive officer and fix his/her salary and term of office, which will be no more than five years.
- ii) The Board will actively seek the best qualified and most capable candidate for the position of Superintendent. It may be aided in this task by:
 - 1) A committee of Board members
 - 2) Professional consultants
 - 3) Counsel of the out-going Superintendent
 - 4) Participation of members of the community
- iii) Recruitment procedures may be prepared in advance of the search and may include:
 - 1) Preparation of a written job specification for the position of Superintendent.
 - 2) Preparation of written specifications of qualification in addition to proper State certification.
 - 3) Preparation of informative material describing this District and its educational goals.
 - 4) Where feasible, the opportunity for applicants to visit the schools of this District.
 - 5) The requirement that each selected candidate for the position be interviewed by Board members in a format that encourages the candidate to express his/her educational philosophy.
 - 6) Solicitation of applications from a wide geographical area and/or consideration of all applicants fairly without discrimination on the basis of race, color, gender, sexual orientation, age, religion, national origin or ancestry, marital status, disability, height, weight, and/or any other legally protected characteristic unrelated to the position of Superintendent.
- iv) All Interviews of applicants by the Board or a Board committee will be done in open meetings. At the time of application, the Board President will ensure each applicant has been informed that Michigan law may not

permit the Board to protect his/her application from disclosure and any interviews must be open to the public.

- v) The Superintendent must submit to a criminal history record check from the Michigan State Police. See Policy 4002 (Criminal Background Checks).
- vi) A candidate's intentional misstatement of facts material to: (1) his/her qualification for employment; or (2) the determination of his/her salary, will be considered by the Board to constitute grounds for dismissal.
- vii) Necessity of School Administrator's Certificate.
 - 1) A person employed as Superintendent by the Board who was a school administrator in Michigan prior to January 4, 2010, is not required to have a school administrator's certificate as issued by the Michigan Department of Education. However, such persons must confirm s/he meets the continuing educational requirements for school administrators as established by the State Board of Education.
 - 2) All other persons employed as Superintendent must either have a valid school administrator's certificate or be enrolled, or become enrolled, in a program leading to certification as a school administrator within six months of beginning the position. Certification must be completed within three years or the person may not continue to be employed as the Superintendent.
- b) Employment Contract**
 - i) The Superintendent must be employed pursuant to a signed contract. The contract will include:
 - ii) The term for which employment is contracted, including beginning and ending dates;
 - iii) The salary which the Superintendent will be paid;
 - iv) The benefits to which the Superintendent will or is entitled to receive; and
 - v) Any other matters as may be necessary for a full and complete understanding of the employment contract.
- c) Principal Residence**
 - i) The Superintendent must maintain his/her principal residence within a 50 mile radius of the geographic boundaries of the School District unless otherwise approved by the Board.
 - ii) No residency requirement will be imposed if the Superintendent's spouse is employed by another public employer and the spouse is subject to a condition of employment or promotion that requires him/her to reside less than 50 miles from the nearest boundary of his/her public employer.
- d) Examinations and Evaluations**
 - i) The candidate selected as Superintendent may be required to undergo a physical and/or psychiatric examination or evaluation reasonably related to the duties s/he will be required to perform.
 - ii) The School District will bear the costs of such examinations and evaluations.
- e) Unsatisfactory Performance - Obligations**

- i) The Board has an obligation to the citizens of the School District to employ the best trained and equipped professional leaders to meet the educational needs of the School District's children. The Board will meet this obligation by retaining only a highly qualified person as Superintendent.
 - ii) If the services of the Superintendent are found to be unsatisfactory to the Board, s/he will be notified by the Board President and given an opportunity to correct the unsatisfactory conditions. If the Superintendent's services continue to be unsatisfactory, s/he will be notified in writing by the Board President, as approved by the Board.
- f) Termination**
- i) Consistent with MCL 380.1229(1) of the Revised School Code, the Board may non-renew the Superintendent's contract, with or without cause and with or without prior notice, provided it votes on non-renewal and provides written notice of the non-renewal at least 90 days prior to expiration date of the contract. If written notice of non-renewal of the Superintendent's contract is not given at least 90 days before termination of the contract, the contract is renewed for an additional one-year period.
 - ii) The Board may choose whether to extend the contract for an additional year before the contract expires, in accordance with the terms of the contract.
 - iii) The contract of the Superintendent may be terminated during its term for cause. The Superintendent will be entitled to notice of the reasons and a reasonable opportunity to address the Board prior to any vote on termination of the contract.
- g) Incapacity**
- i) Appointment of Superintendent Pro Tempore
 - 1) The Board is required to appoint a Superintendent pro tempore by a majority vote of the Board upon determining the Superintendent is incapacitated in such a manner that s/he is unable to perform the duties of the office.
 - 2) The Board will fix the compensation of the Superintendent pro tempore who will serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract or term of office, whichever is sooner.
 - 3) The Superintendent pro tempore will perform all of the duties and functions of the Superintendent and may be removed at any time for cause by a majority vote of the members of the Board.
 - ii) Determination of Incapacity
 - 1) The Board will exercise its authority under law to determine the incapacity of the Superintendent at the request of the Superintendent and with medical documentation, upon certification of a physician selected and compensated by the Board.
 - 2) If the Board determines the Superintendent is unable to perform the duties of the office, the Superintendent may, at the request of the

Board, be placed on sick leave with such pay to which s/he may be entitled or which may be authorized by the Board.

3) The foregoing leave shall not extend beyond the contract or term of office of the Superintendent.

h) Return to Active Service

- i) Upon request to the Board President, the Superintendent will be returned to active duty status unless the Board denies the request within 10 days of receipt of the request.
- ii) The Board may require the Superintendent to establish, to its satisfaction, that the Superintendent is capable of resuming his/her duties on a full-time basis.
- iii) The Board may demand the Superintendent return to active service, and upon receipt of medical evidence showing the Superintendent is able to resume his/her duties, the Superintendent will return to active service.

i) Due Process

- i) The Superintendent may request a hearing before the Board on any action taken under this operating procedure.
- ii) The Board, after reviewing the request, may grant a hearing before the Board, refer the matter to an executive session, or retain legal counsel or an investigator to look into the complaint's allegations.
- iii) The Board may place the Superintendent on leave during an investigation or prior to a hearing.
- iv) The Superintendent will be advised, in writing, of the Board's decision within ten (10) business days or after completion of an investigation, whichever is later, after the Board receives the written request. The Board's decision will be final and is not subject to appeal.

2. District and Board Goals - Create and Monitor

- a) Drafting (with the Superintendent/team of 8), adoption, and accountability for execution of annual district goals and (internal) Board goals (goal creation typically performed in January).
- b) Performance monitoring/audit of progress on goals.

3. Strategic Planning - Monitor

Ensure that strategic planning reflects district mission, vision, values, and goals.

4. Budget

Approval of an annual, fiscally responsible budget.

5. Policy

- a) Review and update as necessary district policies to ensure compliance is practical and consistency and coordination exist with all district policies
- b) Annual [evaluation of the Superintendent](#) for renewal of contract or hire as necessary.

6. Community Liaisons

Serve as liaisons to the community and represent the district and community when agreed upon by the full board.

B. Open Meetings

1. Annual Organizational Meeting

At the annual organizational meeting, the Board will:

- a) Elect its officer (President, Vice President, Secretary, and Treasurer) [District Policy Manual](#)
- b) Establish a schedule of regular Board meetings for the year.
- c) Discuss and establish the appointment of standing committee chairs.
- d) Discuss and establish the appointment of any committee members and Board liaisons.
- e) Discuss the election of all Board representatives to various committees such as OCSBA.

2. Meeting Agendas

- a) The Superintendent and Board Committee of the Whole will agree upon all Regular Meeting, Study Session, Workshop, Special Meeting, and Retreat agendas prior to each meeting.
- b) The agenda will list the various matters to come before the Board and will serve as a guide for the order of procedure for the meeting.
- c) Individual Board members may request items on the agenda upon concurrence of the Agenda Committee for the meeting the proposed item is being considered.
- d) The regular meeting agenda will be accompanied by a report from the Superintendent which will contain information relating to the School District and recommendations for Board action. Any matter proposed by the superintendent and requiring Board action will be presented via a written recommendation that appears on the agenda.
- e) The Board will transact business according to the agenda. The order of business may be altered and items added at any meeting by a majority vote of the members present.

3. Agenda Statement

Each agenda will contain the following statement: This 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.

4. Service of the Agenda

- a) The agenda for each regular meeting should be emailed to each Board member no later than 3 days so the Board has sufficient time to study the agenda.
- b) The agenda for a special meeting should be delivered at least 12 hours before the meeting, consistent with Board bylaws concerning special meetings.
- c) The agenda for a study session of the Board workshop may be provided to each Board member at any time prior to the meeting.

5. Consent Agenda

- a) When the agenda is prepared, the Superintendent and Agenda Committee will determine items, if any, that qualify to be placed on the consent agenda.
- b) A consent agenda will include items of a routine and/or recurring nature grouped together under one action item.
- c) For each item listed as part of a consent agenda, the Board will be furnished with background material.
- d) All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual

consideration. If this occurs, the remaining items will then be adopted under a single motion and vote.

- e) Items typically included on the consent agenda are:
 - i) all routine items
 - ii) all routine contracts and contract renewals, such as shared service agreements and insurance contracts
 - iii) association memberships
 - iv) routine expenditures
 - v) routine personnel items
 - vi) routine bid considerations
 - vii) items recommended by the Superintendent

6. Questions About the Agenda

Questions or requests about an agenda will be addressed through the Superintendent unless extenuating circumstances occur.

7. Preparation

- a) The administration will ensure that supporting information required for informed decision-making is supplied to each member ideally 48 hours in advance of a Board meeting or Board committee meeting.
- b) All meeting participants must be prepared to address items on the agenda. Board members will read agenda packet materials before the meeting and may ask agenda item-related questions of the Superintendent or his/her designee before the meeting.
- c) Board members are not precluded from asking relevant questions about agenda items during meetings; however, the right to question should not serve as an excuse for lack of preparation.

8. Participation

- a) Public Comment Guidelines
 - i) Audience participation is limited to the portion of the meeting designated as public participation. The audience should not enter into discussion or debate on matters being considered by the Board at any other time during a Board meeting, unless recognized by the presiding officer.
 - ii) A member of the audience may be asked, prior to addressing the Board on an agenda or non-agenda item, to complete a public comment card inside the Board Room and giving the form to the administrative record keeper prior to the start of the meeting. Each speaker may be limited by a time set prior to public comment (typically 3-5 min) if the length of the overall public comment prevents the Board from conducting Board business and is compliant with all Open Meeting Act requirements.
 - iii) Before public comment, the Board President will read the following statement: "Public comment is an opportunity for the public to address the Board of Education. It is not a time for dialogue. If you would like a response, please provide the Board with your name and contact information. You will receive a response within two weeks. In the interest of time, the Open Meetings Act provides that Boards may place limits on the time allotment for an individual comment. In addition to making a public comment, you may also email the Board at any time.

Any comment that contains profanity, threats, defamatory remarks or is otherwise exempt from First Amendment protection will be excluded from public comment. If you are speaking on behalf of a group or organization, please identify who you represent. Thank you for taking the time to address the BHS Board of Education.”

b) Public Comments Regarding the Superintendent

- i) Any person or group having a legitimate interest in the operations of the School District has the right to present a request, suggestion, or complaint regarding the Superintendent to the Board during public comment in any Board meeting.
- ii) Should the matter be a concern which cannot be resolved through discussion with the Superintendent, the complainant may submit a written request for a conference to the Board. This request should include:
 - 1) The specific nature of the complaint and a brief statement of the facts giving rise to it;
 - 2) The way it is alleged the complainant (or child of the complainant) has been affected adversely;
 - 3) The reason the matter could not be resolved with the Superintendent; and
 - 4) The action the complainant wishes to be taken and the reasons why such action should be taken.

c) Public Comments Regarding Employees/Students

The Board will not permit comments on individual employees or students in public sessions that are defamatory, inappropriately derogatory or in ridicule of a person, subject to applicable law.

9. Interaction with Audience

- a) Board members will listen to public comments.
- b) The Board President may direct administration to investigate item(s) and report back to the Board.
- c) Board members will not immediately respond or enter into discussion with the audience during a meeting.

10. Board Member Participation in Discussion, Debate, and Voting

- a) All Board members will vote on all action items.
- b) Members will only recuse themselves from voting (abstention) in the case of a legal conflict of interest publicly identified by the member, and consistent with Board Policy.
- c) An abstention under any other circumstances shall be recorded as a vote of “no”.
- d) All members may make motions, second motions, and enter into debate on all agenda items.
- e) In case of a tie, the action item fails. The President may bring the item back to the Board for further consideration.
- f) In case of a less than unanimous vote, the Board will support the majority decision and go forward in harmony.

- g) A majority of the members elected or appointed to and lawfully serving on the Board (normally four of seven; three if only five Board members are lawfully serving) is needed to pass an action item.
- h) Board members should refer any inquiries about closed sessions to the Superintendent as appropriate.

C. Closed Meetings/Sessions

1. Requirements

The Board may, by means of a roll call, vote to meet in a closed session for the reasons listed below. Either a majority or two-third's vote of the Board is required, as follows:

a) Majority Vote Required:

- i) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, staff member, or individual agent, if the named person requests a closed hearing.
- ii) To consider the dismissal, suspension, or disciplining of a student if the student or student's parents request a closed hearing.
- iii) For strategy and negotiation sessions regarding collective bargaining agreements if either negotiating party requests a closed hearing.

b) Two-Thirds Vote Required:

- i) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- ii) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigation or settlement position of the School District.
- iii) To consider material such as written opinions of counsel which are exempt from discussion by state or federal law.
- iv) To review the specific contents of an application for employment or appointment, if the candidate requests the application remain confidential.

2. Confidentiality

- a) Except to the School District's legal counsel or as directed by an order of a court with competent jurisdiction, Board members are prohibited from disclosing the content of discussions that take place during closed sessions.
- b) In addition, Board members are prohibited from communicating with a party outside of a closed meeting regarding the substance of the meeting, either during or after the course of the meeting.

3. Student Discipline Hearings

- a) If a student or parent requests a closed hearing, a vote must be taken.
- b) The purpose of the closed session should be announced, as follows: To consider a student disciplinary matter, pursuant to the request of the parent/guardian.
- c) If, at any time during the hearing, the student, parent, or authorized representative withdraws the request for a closed hearing, the matter will proceed as an open student discipline hearing meeting.

- d) The persons invited into a closed session will include the student, his/her parents, his/her authorized representatives, and the school administrators bringing charges against the student.
- e) If other persons are needed for the student discipline hearing or are requested to attend by the student/parents, such people may be admitted at Board discretion.
 - i) Witnesses should be admitted when needed to provide relevant information to the Board. Such persons should be asked to leave the closed session after they have spoken to the Board.
 - ii) Witnesses may be required to affirm that they will tell the truth.

D. Meeting Minutes

1. Open Meetings

The Secretary will designate a person to keep minutes of each meeting.

- a) The minutes will show: the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called.
- b) The minutes will also include all roll-call votes.
- c) The minutes will only reflect action taken by the Board and, if requested, remarks of Board members and School District administration.
- d) Minutes of the preceding meeting must be approved by the Board and endorsed by the Secretary at the next meeting.
- e) The official minutes will be bound together by school year and kept in the Board office.

2. Public Inspection

- a) Proposed minutes are available for public inspection within 8 days after the meeting for which the minutes were made.
- b) Approved minutes will be available for public inspection not later than 5 days after the meeting at which the minutes were approved.
- c) The minutes will be available for inspection at the Booth Center, 7273 Wing Lake Road, Bloomfield Hills MI 48301 and will be available for purchase at a fee estimated by the business office to cover the cost of printing and copying.

3. Personally Identifiable Information

The Secretary will not include in or with meeting minutes any personally identifiable information on any student of the School District which, if released, would violate the Family Educational Rights and Privacy Act ([FERPA](#)).

4. Closed Meetings

- a) The Board will designate a person to keep separate minutes of each closed meeting.
- b) Closed meeting minutes will be retained by the Secretary of the Board but will not be available to the public and will only be disclosed if required by a civil action filed under the Open Meetings Act.
- c) Closed meeting minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was held.

E. Legal Action

1. Receipt of Legal Documents

- a) Service of Process on the Board of Education

In suits against the Board, only the Board President or Superintendent may accept service on behalf of the Board.

- b) Service of Process of Legal Documents on District
 - i) Employees may be served with legal documents if:
 - 1) The documents request not only public records (such as employees' personnel files), but also student education records and other documents and electronically stored information maintained by the District; or
 - 2) The documents direct employees to testify at a deposition or hearing concerning issues that fall within the employees' employment responsibilities.
 - ii) An employee served with legal documents in his/her official capacity as a Board employee must immediately provide copies of the documents to the building principal or site administrator. The building principal or site administrator must immediately provide copies to the Director of Human Resources and must follow his/her directives.

2. Release of Information/Documents

- a) Generally, confidential personnel records, student records, or personal observations or opinions about student behavior/academic performance do not have to be disclosed. The law makes an exception for a subpoena or court order.
- b) Board policy requires the building principal or a site administrator to release only the documents specifically identified in the subpoena or order.
- c) In circumstances where, in responding to a subpoena or order, information is developed or summarized from the student's education records, a copy of that information and a statement of the purpose for which it was prepared will be filed in the student's cumulative folder.

3. Actions Against or Involving the Board or Board Member

It is not unusual for Board employees to be served with subpoenas and/or called as witnesses.

- a) Board legal counsel and the Superintendent will assist Board employees in these matters. If doing so is in the Board's best interest, the building principal, site administrator, or Board attorney will accompany the employee to the deposition or hearing.
- b) This policy does not prohibit Board employees from consulting with their own independent legal counsel, but they are prohibited from discussing or releasing student personally identifiable information to a third party except as expressly authorized by the law.

III. Board Member Roles and Responsibilities

A. Communication

1. Requests for Information

- a) While acting within their official capacity, Board members have the right to seek and request information from the District.
- b) Requests for information should be made to the Superintendent or his/her designee using the "[Communication Protocol](#)" linked here.

- c) The Board desires to maintain open channels of communication between itself and District staff and will apply the following principles to carry out this goal:

2. Board Member to Board Member

a) Limitations

- i) In compliance with the Open Meetings Act, Board member communication outside of Board meetings and strictly social events are limited to groups of no more than three persons, to include phone calls, texts, and email.
- ii) As there are situations where the Board president, other Board members, or Superintendent/administration will have to share information with the whole Board via email or text, those communications should be considered one-way and should only be answered if necessary. The suggested method of sending any email to the full Board is to send it to the appropriate administrative and Board assistant for distribution or to use the blind copy feature.
- iii) Full Board email may be answered (excepting minimal circumstances cited below) by the recipients ONLY to the sender him/herself and not to the greater group. This involves not using the “reply all” function of email (just a single reply to sender) or starting a new text chain that is 1:1 or 1:2.

b) Exceptions

- i) Purely logistical questions/information can be relayed as a response to a group communication (such as “what time?” or “where is the meeting?”), but any discussions, expressions of opinions, or factual information that could lead to decision-making by Board members is strictly forbidden when more than three members are involved in the communication.
- ii) Because Board business does require attention between Board meetings/study sessions (e.g. the work of subcommittees, task forces, mitigation of staff/community concerns, etc.), it is the responsibility of the Board president or vice-president, on a weekly basis, to relay any pertinent information affecting the district to any Board members (either as 1:1 or 1:2 conversation) that are not actively working on the matter. In this way, all Board members will be apprised of Board-relevant information that may not otherwise be listed in weekly updates from administration, or for which it is not necessary or timely to place on a study session/ Board meeting agenda.

c) Expectation of Privacy

- i) There is no expectation of privacy for any messages sent by email.
- ii) Deleted emails may still be accessible on a computer or other electronic device’s hard drive or may be retained by the sender, recipient, or other persons included in the email.
- iii) Emails may be subject to disclosure under the Michigan Freedom of Information Act (FOIA) and should, therefore, always be retained.

3. Board Member to Public

- a) The Board is expected to respond to emails sent to the full Board, and to individual Board members or groups of Board members (less than the full board.)

As spokesperson for the board, only the President may reply to emails addressed to the full board.

- b) All full Board email and all public comment will receive a written response within two weeks (although a shorter time period is preferable.)
- c) Only the spokesperson may respond on behalf of the full Board.
- d) Individual Board members receiving email may respond, making it clear that they speak on behalf of themselves only and not the full Board.
- e) Groups of less than seven Board members may decide among themselves who will respond and will copy the rest of the group with their response. More than one group member may respond, making clear to the recipient which members of the group she or he is speaking on behalf of.
- f) Full Board emails that require administrative response should be forwarded to the Superintendent so that he can forward to the appropriate responder. A standard explanation (the reason for forwarding) should precede the forwarding of any email to the Superintendent.
- g) Preceding any response, including forwarded email with a standard response, the recipient will be told that the person responding is speaking on behalf of the full Board as its authorized spokesperson.
- h) Emails sent jointly to the Board and a staff member will be forwarded to the Superintendent. The Superintendent and spokesperson will decide jointly who will respond (and where appropriate issue a joint response) and what the appropriate response will be.
- i) All Board members are copied on all full Board email responses.
- j) Any Board member copied on a response will raise any concerns about the content of the response with the spokesperson. If not resolved, the full Board will discuss it in an open meeting.
- k) Limited in scope or duration spokesperson duties may be delegated to any Board member upon full Board approval.
- l) Unlimited spokesperson duties may only be delegated by amending Board policy and operating procedures.

4. General Public Expression

- a) Limitations
 - i) Generally, the Board President functions as the official spokesperson for the Board from time to time, however, individual Board members may make public statements on school matters to the media at large or to local and/or state officials as previously agreed with the full board.
 - ii) It should be understood that any statements of an individual Board member may imply or be interpreted as official positions of the Board. Such misunderstandings can embarrass the Board member, the Board, and the School District as a whole.
 - iii) Thus, Board members should, when writing or speaking on school matters to the media, legislators, other officials, and community members, make clear their views do not necessarily reflect the views of the Board or of their colleagues on the Board unless authorized by the full Board or sharing an authorized statement.
- b) Exceptions

- i) This procedure applies to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
 - 1) Communication, such as legislative discussions or proposals, when the Board member has received official guidance and permission from the Board or sanctioned education lobbyists on the matters discussed in the communication.
 - 2) Routine, not for publication, approved statements of the Superintendent and other Board employees.
 - 3) Routine "thank you" letters of the Board.
 - 4) Statements by Board members on non-school matters, provided the statements do not identify the author as a member of the Board.
 - 5) Personal statements not intended for publication.
 - 6) Board members may speak about past voted decisions as the view of the Board (i.e., matters of public record).
- ii) Any Board members with a dissenting vote on a prior matter should refrain from speaking negatively about the prevailing decision of the Board.
- iii) These behaviors should include refraining from making any assurances regarding future Board actions and directing community members to the appropriate individual in the district chain of command with questions/concerns regarding their student(s).

5. Use of Social Media

Postings to social media should be done in a manner sensitive to the Board member's responsibilities, applicable District policies, and legal obligations, including, but not limited to, the following rules:

- a) Community electronic communications with the Board, including Twitter, Facebook, and text messages, need to be consistent with the Open Meetings Act;
- b) If a Board member develops a website or a blog that will mention District employees, students, etc., the Board member must identify who they are and that the views expressed on the blog or website belong to that individual Board member and do not necessarily reflect the opinion of the entire Board;
- c) Board members may not share confidential information;
- d) Board members must be careful not to repeat information learned in closed session, or in private conversations with fellow Board members, District staff, or administration;
- e) Board members are prohibited from using District logos and trademarks on their blogs or websites; and
- f) Information presented on a Board member's social media should not be represented as the Board or district's stance unless it is accompanied by the sharing of district provided content in its entirety.

6. Use of Electronic Mail

- a) Permissive Uses of Email
 - i) Email is a form of communication that may conflict with the Open Meetings Act.

- ii) Thus, email will be used to conduct business of the Board only for the purposes of communicating:
 - 1) Messages between Board members or between a Board member and employees which do not involve deliberating or rendering a decision on matters pending before the Board.
 - 2) Possible agenda items between the Superintendent and the Board President.
 - 3) Times, dates, and places of regular or special Board meetings.
 - 4) A Board meeting agenda or public record information concerning items on the agenda.
 - 5) Requests for public record information from a member of the administration, school staff, or community pertaining to School District operations.
 - 6) Responses to questions posed by members of the public, administrators, or school staff.

7. Staff Communications and Requests for Information

a) Staff Communications to the Board

- i) Initiated communications from staff members to the Board will be submitted through the Superintendent, or in the event of answering a Board member question (see below), may be answered directly to Board member(s) while copying (CC:) the Superintendent and the Board President.
- ii) Staff has the right to appeal to the Board on important matters through established procedures outlined in the Administrative Regulations. Appropriate building staff (principals, teachers, counselors, social workers, etc.) may communicate freely with Board members who are also district parents regarding matters directly related to their child/ren, while refraining from any other discussions or inquiries into non-related district matters.

b) Board Communications to Staff

Official communications, policies, and directives of the Board of staff interest and concern will be communicated through the Superintendent, who will also keep staff members fully informed of the Board's problems, concerns, and actions.

c) Social Interactions with Staff

- i) Both staff and Board members share a keen interest in the schools and in education generally. Thus, the District expects that when staff and Board members meet at social functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District.
- ii) However, since individual Board members have no individual authority to speak for or on behalf of the Board, discussions between staff and Board members concerning personal grievances or other specific matters are not appropriate.

7. Prohibited Interactions

a) Staff

- i) When acting in official Board capacity, a Board member will refrain from interacting with administrators, teachers, or employees of BHS in the following scenarios:
 - 1) Discipline or promotion of any employee of BHS other than the Superintendent (and only by consent of the full Board);
 - 2) Formation of any committees or task forces, absent consultation and consent of the Superintendent;
 - 3) Bestowing of any gifts, the monetary value of which exceeds the amount allowable by Board policy;
 - 4) Granting any scholarships, awards or professional honors absent consultation and consent of the Superintendent; and
 - 5) Hiring, in any capacity, for work done that is not contractually bargained with the school district.
- ii) In addition to any state or federal statutory prohibitions, the Board, in order to avoid any impropriety, or the appearance of impropriety, prohibits all interactions which are or have the potential to become conflicts of interest.

b) Parents/Community Members

When acting in official Board capacity, a Board member will refrain from interacting with parents and the community in the following scenarios:

- i) Offers of employment with the district, unless presented to the Board in an open meeting by the Superintendent or his or her designees;
- ii) Offers of committee or task force positions unless part of a committee or task force selection process developed with the knowledge and participation of the Superintendent or his or her designees;
- iii) Sharing information that has not been released to the parents or community by the district;
- iv) Bestowing or accepting any gifts, the monetary value of which exceeds the amount allowable by Board policy;
- v) Advocating for or against any individual or group outside of a meeting accessible to the public unless the proper chain of command has been observed and exhausted; and
- vi) Granting any scholarships, awards or professional honors absent consultation and consent of the Superintendent.

c) Students

When acting in official Board capacity, a Board member will refrain from interacting with administrators, teachers, or employees of BHS in the following scenarios:

- i) Offers of employment with the district, unless presented to the Board in an open meeting by the Superintendent or his or her designees;
- ii) Offers of committee or task force positions unless part of a committee or task force selection process developed with the knowledge and participation of the Superintendent or his or her designees;
- iii) Sharing information that has not been released to students by the district;
- iv) Bestowing or accepting any gifts, the monetary value of which exceeds the amount allowable by Board policy;

- v) Advocating for or against any individual or group outside of a meeting accessible to the public unless the proper chain of command has been observed and exhausted;
- vi) Communicating via text or personal email accounts; and
- vii) Granting any scholarships, awards or professional or academic honors (including placement on a team, club or society) absent consultation and consent of the Superintendent.

d) Vendors and Third-Party Providers of Goods and Services

When acting in official Board capacity, a Board member will refrain from interacting with vendors or potential vendors in the following scenarios:

- i) Contracting, hiring, arranging meetings or otherwise facilitating a process (other than to pass information to the Superintendent with no expectation or directive) that may lead to a financial transaction between the Vendor and the district, regardless of whether the Board member has any potential monetary gain
- ii) Employee or Independent Contractor of BHS- A Board member who is related to an employee or independently contracted provider of goods or services to the district as a spouse, parent or child (including via adoption, step relationship and foster placement) is prohibited from participation in any vote that could directly or indirectly lead to the financial gain of the employee or independent contractor. The Board member shall disclose the relationship during the open meeting in which the vote occurs and state his or her reason for abstaining.
- iii) Student- A Board member who is the parent or step-parent of any student shall disclose the relationship prior to participating in any vote, the outcome of which may directly benefit the individual child. The Board member is not required to abstain from the vote, but the Board of Education retains discretion regarding the abstention of the Board member with the conflict.
- iv) Parent or Community Member- A Board member who is the spouse, parent or child (including via adoption, step-relationship, and foster placement) of any community member shall disclose the relationship prior to participating in any vote, the outcome of which may directly benefit the individual community member. The Board member is not required to abstain from the vote, but the Board of Education retains discretion regarding the abstention of the Board member with the conflict.
- v) Friends and Acquaintances- A Board member who believes or has reason to believe that his, her or their relationship to any party that may benefit or become burdened by a Board decision is advised to use discretion in disclosing the relationship and potential conflict prior to participating in any vote. A Board member with any question as to the applicability of the conflict of interest prohibition is urged to disclose the relationship prior to voting.
- vi) Monetary Gain- MCL 380.1203 requires any Board member with a financial interest in any transaction to abstain from any vote that could

affect the financial interest. Abstention is mandatory for all transactions involving a person or entity in which a Board member (or member of his or her family) has an interest or competing interest (unless that interest constitutes less than 1% of the total value of the entity or under \$25,000.

8. Board Members as School Visitors

- a) Individual Board members who are interested in visiting schools or classrooms on an unofficial basis must make the appropriate arrangements with the building principal.
- b) Such visits will not be considered official visits unless so designated by the Board.
- c) Unless otherwise specified by the Board, Board members will visit school buildings and classrooms as interested individuals, similar to that of any parent or citizen of the community.
- d) If, during a visit, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a discussion will not be considered an official discussion with the Board.

B. Member Concerns

1. If a Board member has a concern about another Board member's performance, he/she should first discuss it with the offending member privately.
2. If still unsatisfied with the results of the first meeting, then he/she should discuss it with the Board President or other Board officer privately.
3. If no satisfactory resolution can be reached, the Board member can request that the Agenda Committee add the concern/issue on the agenda for the next available meeting of the Board to be discussed and/or resolved by the full board.

IV. Board Officers and Elections

A. Officers and Descriptions

1. President

The role of the President of the Board of Education is to:

- a) Work with the Superintendent to plan meeting agendas
- b) Preside over Board meetings and announce the order of business
- c) Maintain order during Board meetings
- d) Recognize members who wish to speak and keep the meeting organized
- e) Rule if motions are out of order or put motions to vote
- f) Enforce all questions of order
- g) Build consensus at meetings
- h) Serve as Board spokesperson to the media and public
- i) Facilitate communication between the Superintendent and the Board
- j) Assign Board members to committee
- k) Execute the orientation process for new Board members
- l) Coordinate the Board self-assessment process
- m) Any other duties or responsibilities a majority of Board members decide is desirable.

2. Vice President

The role of the Vice President of the Board of Education is to:

- a) Preside at meetings in the President's absence.
- b) Succeed the President in the event of a vacancy in that office.
- c) Ensure a proper Superintendent evaluation is conducted annually.
- d) Any other duties or responsibilities the majority of Board members decide is desirable.

3. Secretary

The role of the Board of Education Secretary is to:

- a) Act as a clerk at the meetings of the Board (take attendance, read the consent agenda motion, etc.).
- b) Record and sign the Minutes of the Meeting.
- c) Countersign legal documents with the President.
- d) Aid the President with response to email and public comment communications if requested.
- e) Any other duties or responsibilities the majority of Board members decide is desirable.

4. Treasurer

The role of the Board of Education Treasurer is to:

- a) Keep a reconciliation of any monthly expenses of the Board and Superintendent.
- b) Provide Board updates if needed.
- c) Any other duties or responsibilities the majority of Board members decide is desirable.

B. Terms of Office

All Board officers will serve one year terms, starting immediately after the Board Officer Election at the Organizational Meeting (the first Regular Board Meeting of the calendar year).

C. Eligibility

1. All Board trustees are eligible to serve as Secretary and Treasurer.
2. Any Board trustee wishing to serve as President or Vice President should have at least one year of Board service prior to seeking the office.

D. Consecutive Term Limits

1. For the health and longevity of the district and the Board, it is beneficial to have well-rounded Board trustees.
2. To encourage this, each officer should serve a maximum of two consecutive terms in any one office.
3. A Board trustee may serve more than two consecutive terms if there are no other Board trustees interested in serving in the office.
4. There is no maximum number of total terms a Board trustee is eligible for serving in a particular officer role.

E. Nomination Process

1. At the first meeting of the calendar year, the nomination period opens.
2. All Board trustees must be nominated by another Board member (or self-nominated) and indicate his or her acceptance of the nomination at the first meeting of the calendar year.
3. Prior to accepting a nomination, all Trustees will familiarize themselves with the responsibilities and expectations for each office.
4. Any Trustee may be nominated to one or more officer positions.
5. Once a nomination has been made, it cannot be rescinded by the nominator; only the nominee may remove him/herself from consideration.

6. At the Regular meeting following the first meeting of the calendar year during a designated time in the agenda, the current highest ranking Board officer shall read the names of all nominees for each officer position to the Board.
7. The officer shall then request final additional nominations from the floor.
 - a) If a nomination is made, the officer will inquire whether the nominee accepts the nomination.
 - b) The Presiding Officer allows time for discussion and permits each nominated trustee to make a statement if they so desire.
 - c) After every nominated trustee has had an opportunity to make a statement, nominations for that office will close.
8. A vote will be taken.
 - a) Each officer election will follow the procedure (Section F) until all four offices are filled.
 - b) The order of the vote shall be: President, Vice President, Secretary and Treasurer.

F. Election Process

1. Each Board officer position must be voted on separately; slates of candidates are not permitted. Officers are elected by a majority of the full Board.
2. Votes shall be indicated by a raised hand and verbal yes or no.
3. If a majority vote isn't reached on the first vote the candidate(s) receiving the fewest votes shall be removed from consideration and a second vote is taken for the candidate(s) that received the most votes in the first vote. Example: if the vote result is 2, 2, 2, 1, only the three candidates with 2 votes will advance to the next round of voting. If the vote is 3, 2, 2, the voting for all 3 candidates begins again.
4. If one candidate does not receive the required majority vote after three attempts, the voting for that position closes. That officer position will be voted on at the next regular Board meeting.
5. If a President is not elected after three attempts, the current Presiding Officer begins the voting process for the Vice President. The first officer to be elected becomes the new Presiding Officer to complete the officer selection process and will serve as the Presiding Officer until the election of a President at the next regular Board meeting.
6. A Trustee may, by simple announcement, remove himself or herself from consideration for any or all offices of the Board.
7. An officer may be removed for cause by a majority vote of the full Board.
8. The Board shall fill a vacancy in any Board officer position within thirty (30) days of the occurrence of the vacancy.

V. Board Committees and Liaisons

A. General

1. Apart from regular, special, closed and study session meetings, the Board functions by using committees, task forces, liaisons, and representatives.
2. "Committee" refers to three or fewer (to comply with the Open Meetings Act) members who meet regularly to monitor the progress of the district toward long and short term objective goals.
3. "Committee of the Whole" refers to a committee of seven board members and the Superintendent.

4. “Task Force” refers to any group of three or fewer Board members created to work on a particular issue of importance identified by the Superintendent and Board. Since it has a specific defined task objective, it concludes when that objective has been met.
5. A “liaison” is a Board member who is assigned to partner with a Bloomfield Hills School school, group, club, or other entity and report on issues of interest to the full Board.
6. A “representative” is a Board member who is assigned to an external Board, committee, or other body and represents the entire Board. The Board representative is responsible for attending meetings and reporting issues of interest to the full Board.

B. Standing Committees

1. The Board currently has standing committees, each of which meets regularly (typically once per month).
2. Each committee is chaired by a Board member who, in consultation with the Superintendent or designated administrative delegate, sets the meeting agenda and is responsible for ensuring the meeting progresses toward the accomplishment of the stated agenda items.
3. The committee chair will report updates of the committee work during regular Board meetings. Each Board member is expected to serve on at least one committee

C. Task Forces

1. The need for task forces may arise from time to time.
2. If the Board president, in consultation with the Superintendent, deem it necessary to form a task force, he or she will ask for recommendations from the Board and extend invitations to Board members for service.
3. If the Board president and Superintendent wish to invite community members to serve, Board Policy regarding the use of community volunteers must be followed.
4. If the Superintendent deems it preferable or necessary to have district employees serve, he or she shall assign positions at his or her discretion.

D. Liaisons and Representatives

1. At the organizational meeting each year, the Board President will ask each Board member to submit a list of Liaison and/or Representative positions he, she or they is interested in holding for the calendar year.
2. The Board President will assign positions accordingly, making every effort to honor the Board member’s request.

E. Term

1. Each committee, committee chair, liaison and representative Board positions begin on January 1 (or the date the Board member takes office) of the calendar year following the appointment and ends on December 31 of that calendar year.
2. There are no term limits, but each Board member is encouraged to rotate committee, liaison and representative positions.

VI. Volunteers

A. Board Volunteers

1. Board members will not hold any volunteer position (other than general membership) on any organization that is part of or affiliated with the Bloomfield Hills School District, including Parent Teacher Organization officers or event chairs, Board of Directors of any affiliated organizations or organizations supported by the Bloomfield Hills School District in whole or in part.

2. Board liaisons to affiliated organizations, groups, schools, etc. shall serve in an observatory capacity and report information of interest to the full Board. Liaisons may not vote or serve on committees of the entity with whom they are partnering.
3. Any Board member wishing to serve as a volunteer to an affiliated district group in a role other than “liaison” shall request permission from the full Board at the earliest opportunity and during a meeting (where the request has been properly placed on the agenda) accessible to the public.

B. Community Volunteers

1. To promote equity, inclusion, transparency and collaboration, the Board of Education models a welcome environment where volunteers are encouraged to share ideas and action for the betterment of Bloomfield Hills Schools in a mutually respectful forum.
2. All district level positions requesting community volunteers will be posted in a public forum and remain open for a reasonable time to allow all interested participants an opportunity to apply.
3. All requirements and criteria for selection will be posted and the selection process will be objective and transparent.
4. Efforts will be made to diversify volunteers and rotate applicants to give more people the opportunity to participate.

C. Student Board Interns And Advisory Committee

1. The Board shall form a committee to select two student interns and advisory committee members per academic year in June of the preceding academic year.
2. The [application](#) and responsibilities documents are made available to every high school student through every individual high school’s administration.

VII. Miscellaneous

A. Board Policies and Administrative Regulations

Because adherence to Board Policy is critical, all Board members are required to familiarize themselves with the Board’s Bylaws and Policy Manual. At a minimum, the Board should review its policies as part of its annual responsibilities to ensure that policies are up-to-date based on recommendations from the District’s legal counsel, MASB, and as required in response to legislative and other governmental actions, judicial rulings, and administrative review.

B. Inconsistency with Law, Board Policy, or Administrative Regulation

These Operating Procedures are intended to be consistent with Michigan law, Board Policies, and the District’s Administrative Regulations promulgated by the Superintendent. If there are any inconsistencies, they should be resolved with the understanding Michigan law supersedes both the Policies of the Board of Education and Administrative Regulations, and Board Policy supersedes Administrative Regulations and these Operating Procedures.

VIII. Acknowledgement of Document Review

- A. Each Board member is responsible for review of the following documents: Strategic Plan, Board Policy, Administrative Regulations, and Board Operating Procedure every two years, to begin tolling the year following each Board election.
- B. Attached is a form to be initialed by each Board member stating that she or he has read and approved the document.

ACKNOWLEDGEMENT OF DOCUMENT REVIEW

My signature below indicates that I have received a copy of the Bloomfield Hills Board of Education’s Board Operating Procedures.

I understand that this document contains information regarding the Board’s operations which affect me as a Board member.

I acknowledge that I have read and understood these Board Operating Procedures and associated linked documents.

I also understand that the Board may revise, supplement or rescind policies or associated linked documents described in the Board Operating Procedures.

Print Name _____

Signature _____

Date _____