



**NOVI BOARD OF EDUCATION**  
**Work Session Meeting - December 2, 2021**  
**Educational Services Building**  
**8:00 PM**

**AGENDA**

- I. CALL TO ORDER/WELCOME**
- II. COMMENTS FROM THE AUDIENCE**
- III. ORGANIZATIONAL MEETING PREPARATION**
  - A. Discussion of Officers
  - B. Discussion of Committee Assignments
- IV. ADJOURNMENT**

**BOARD OF EDUCATION  
NOVI COMMUNITY SCHOOL DISTRICT  
NOVI, MICHIGAN  
December 2, 2021**

**BOARD OF EDUCATION**

**TOPIC:** Election of School Board Officers – WORK SHEET

The Board of Education elects officers annually not earlier than January 1st immediately following an election held on a November regular election date and not later than the first meeting in January.

- President \_\_\_\_\_
  
- Vice President \_\_\_\_\_
  
- Secretary \_\_\_\_\_
  
- Treasurer \_\_\_\_\_

**APPROVED AND RECOMMENDED  
FOR ELECTION OF OFFICERS**

## **Board Policy Manual**

### **1001 - Election of Officers of the Board**

**Election of Officers of the Board** The President, Vice President, Treasurer and Secretary of the Board will be elected at the Board's annual organizational meeting. The vote of a majority of the Board members elected and serving will be necessary for election to these offices. The elected officers will hold office for one year, and continue in office until their successors are chosen and take office. Board officers are eligible for reelection to their office.

**President** The President of the Board will preside at all meetings of the Board and conduct meetings in the manner prescribed by these Bylaws. The President will prepare the agenda for Board meetings in consultation with the Superintendent and may perform such other tasks as are reasonably necessary to facilitate Board meetings.

The President, or his/her designee, functions as the official spokesperson for the Board. The President will be the official recipient of correspondence directed to the Board and will provide copies of School District related correspondence to all other Board members and, in his/her discretion, to the Superintendent. Board members who receive School District related correspondence that was not addressed to the President will promptly provide a copy to the President.

The President will sign all papers and documents required by law or otherwise authorized by action of the Board.

The President, on behalf of the Board, is authorized to consult with the Superintendent and/or School District legal counsel prior to presentation of an issue to the full Board.

**Vice-President** The Vice-President of the Board will have the powers and duties of the President during the temporary absence or disability of the President. The Vice-President will also have such other powers and duties as the Board may from time to time determine.

**Treasurer** The Treasurer of the Board will sign all School District documents required by law or otherwise authorized by action of the Board and perform other duties required by law and/or assigned by the Board.

**Secretary** The Secretary of the Board or a District designee will be responsible for taking and keeping the Board minutes in conformity with applicable legal requirements and performing such other duties as the Board may from time to time determine.

## **Board Operating Procedures Elections of Officers**

### **Election of Officers**

The Board shall elect a President and Vice-President as well as a Secretary and Treasurer.

There will be a nominating committee of the whole that will meet in December prior to the January election of officers.

Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes. Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in any Board officer position within thirty (30) days of the occurrence of the vacancy.

M.C.L. 380.11a

- A. Removal from consideration: An individual Board member may, by simple announcement, remove himself or herself from consideration for any or all offices of the Board.
- B. The Officers shall be President, Vice-President, Treasurer, and Secretary who shall be members of the Board. The Board may assign a district employee to provide clerical assistance to the Board. Board officers shall serve for a term of one year, or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties, as required by the Board.
- C. At the first eligible public meeting of the Board after the Trustee and the term begins, the current Board President will ask for any Board officer nominations. Each office will be voted on separately by the Board.
- D. A vacancy among officers of the Board shall be filled by majority action of the Board.

2022 Assignments for Committees/representative/liaison positions

**Liaisons:**

Community Education: \_\_\_\_\_

Novi Educational Foundation: \_\_\_\_\_

OCSBA Government Relations: \_\_\_\_\_

**Standing Committees:**

Board Governance and Policy:

1. \_\_\_\_\_ - chair
2. \_\_\_\_\_
3. \_\_\_\_\_

Legislative:

1. \_\_\_\_\_ - chair
2. \_\_\_\_\_
3. \_\_\_\_\_

Finance:

1. \_\_\_\_\_ - chair
2. \_\_\_\_\_
3. \_\_\_\_\_

**Ad Hoc Committees:**

Capital Projects:

1. \_\_\_\_\_ - chair
2. \_\_\_\_\_
3. \_\_\_\_\_

Curriculum:

1. \_\_\_\_\_ - chair
2. \_\_\_\_\_
3. \_\_\_\_\_

Build Naming Committee:

1. \_\_\_\_\_ - chair
2. \_\_\_\_\_
3. \_\_\_\_\_

Superintendent Contract Committee:

1. \_\_\_\_\_ - chair
2. \_\_\_\_\_
3. \_\_\_\_\_

DEI (Diversity, Equity, and Inclusion) Committee:

1. \_\_\_\_\_ - chair
2. \_\_\_\_\_
3. \_\_\_\_\_

## 2020-21 Assignments for Committees/representative/liaison positions

### **Liaisons:**

Community Education:  
Mary Ann Roney

Novi Educational Foundation:  
Tom Smith

OCSBA Government Relations  
Kathy Hood

### **Standing Committees:**

Board Governance and Policy:

1. Paul Cook - chair
2. Tom Smith
3. Danielle Ruskin

Legislative:

1. Bobbie Murphy - chair
2. Kathy Hood
3. Mary Ann Roney

Finance:

1. Kathy Hood - chair
2. Bobbie Murphy
3. Mary Ann Roney

### **Ad Hoc Committees:**

Capital Projects:

1. Willy Mena - chair
2. Paul Cook
3. Danielle Ruskin

Curriculum:

1. Mary Ann Roney - Chair
2. Willy Mena
3. Tom Smith

Build Naming Committee:

1. Paul Cook - Chair
2. Kathy Hood
3. Willy Mena

Superintendent Contract Committee:

1. Tom Smith - Chair
2. Willy Mena
3. Bobbie Murphy

DEI (Diversity, Equity, and Inclusion)  
Committee:

1. Danielle Ruskin - Chair
2. Mary Ann Roney
3. Willy Mena

## **Board Policy Manual Committees**

**Committees** The Board may create various committees to gather information for the Board. Committee members will be appointed by the Board President. A committee will not consist of more than three (3) Board members. All committee meetings with comport with the Michigan Open Meetings Act.

## **Board Operating Procedures Committees**

### **Committees**

#### **Selection and Operation of Board Committees**

- A. Committees are appointed by the Board President.
- B. Responsibilities of each standing committee:
  - 1. Finance – To review the annual district budget, budget amendments and audit report.
  - 2. Governance and Policy – To review and recommend revisions to Board policies and Board Operating Procedures.
  - 3. Legislative – To review new legislation, its impact on the district, and recommend resolutions for adoption.
- C. Ad Hoc committees may be assigned for a specific need or purpose, but will be time-limited.
- D. Minutes and notes of committee meetings will be posted in Board Books.