

SCHOOL BOARD BYLAWS

Service of Process

A. Service of process on a School Board Member

School Board Members who are officially served with suit papers or a subpoena involving a School Board matter should do the following:

1. Write the date and time the document(s) were served on the suit papers or subpoena and sign below the date and time.
2. Notify the School Board ~~Attorney's Legal Counsel~~ and the Clerk of the School Board as soon as possible, preferably no later than the next regular business day, and provide the School Board ~~Attorney Legal Counsel~~ with copies of the documents served.

B. Prompt notice of service to School Board ~~Attorney Legal Counsel~~

It is essential that the Clerk and ~~the~~ School Board ~~Attorney Legal Counsel~~ receive prompt notice and delivery of the suit papers or subpoena so that the insurance carriers can be notified and/or legal counsel appointed in a timely fashion to protect the interests of the School Board and School Division.

Adopted by School Board: July 18, 1995
Amended by School Board: August 17, 1999
Amended by School Board: December 2, 2008
Amended by School Board: August 2, 2016
Amended by School Board: 2022

APPROVED AS TO
LEGAL SUFFICIENCY


