

Board of Trustees Douglas County School District

ARTICLE III

FUNCTIONS

Section 1 – Legislative. The Board shall exercise its rule-making power by adopting bylaws and policies for the organization and operation of the school district.

- a. Adoption, Amendment, Repeal - Bylaws and policies may be adopted, amended and repealed by a majority vote of the full Board at any meeting of the Board, provided the bylaw or policy to be adopted by the Board shall have been furnished to Trustees one month or a time span encompassing at least two Board meetings prior to the meeting at which it will be formally adopted, except that the Board may at its organization meeting readopt or amend bylaws and policies upon a majority vote of the Trustees of the Board.
- b. Suspension - The operation of any section or sections of Board policies or bylaws not established by law or contract may be temporarily suspended by a majority vote of those members present at a regular or special meeting.
- c. Emergency - Bylaws and policies may be adopted or amended at a single meeting of the Board in an emergency. An emergency shall be defined for purposes of this rule as any situation or set of circumstances which the Board has reason to believe will close the schools or jeopardize the safety or welfare of the pupils or employees of the District. Any resolution adopted under emergency conditions shall expire automatically at the next public meeting of the Board unless the Board moves to adopt said resolution in final form.
- d. Recordation - The adoption, modification, repeal or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board.
- e. Dissemination - The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative rules and regulations needed to put them into effect. Copies shall be made accessible to all employees of the School District in the administrative office of each school building and department.
- f. Validity - Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

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Section 2 – Executive. The Board shall exercise its executive power by the appointment of a Superintendent of Schools hereinafter referred to as "Superintendent." The Superintendent shall appoint a designee to act in his/her absence when traveling outside of the State or while on vacation should an emergency or crisis situation arise. The designee shall be a member of the Executive Cabinet. The Superintendent shall inform the entire Board of the name of the designee and the duration for which they are acting. Should the superintendent become incapacitated for any reason, the next most senior (years of service at the Executive Director level) Executive Director shall become the acting superintendent until such time as the Board is able to follow its process and properly name a successor. The Superintendent shall enforce the statutes of Nevada, rules of the State Board, and the policies of this Board. (NRS 391.210)

The Superintendent shall be accountable for his/her actions and decisions only to the entire Board and not to individual members of the Board. The Board shall hold the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed expeditiously about school operations. The administrative staff shall report directly to the Superintendent and not to the Board.

- a. Administrative Regulations - The Superintendent shall make available regulations to implement the policies of the Board and state law and regulations.
- b. Administration in Policy Absence - In cases where action must be taken within the school system and where the Board has provided no other guidelines for administrative action, the Superintendent shall nonetheless have the power to act. The Superintendent's decisions, however, shall be subject to review by action of the Board at any duly noticed meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for a policy or guideline.

Section 3 - Review. The Board of Trustees may assume jurisdiction over any dispute or controversy arising within this School District and concerning any matter in which authority has been vested in the Board by statute, rule, or a contract or policy of this Board. In furtherance of its adjudicatory function, the Board may hold hearings that shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter. Beyond the basic requirements of due process, a hearing may vary in form and content in line

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with the severity of the consequences which may flow from it, the degree of difficulty of establishing findings of fact from conflicting evidence, and the impact of the Board's decision on the School District.

Date Adopted: 8/12/80
Date Revised: 9/10/02
Reviewed: 10/13/15
Date Revised: 3/13/18