

**CYPRESS-FAIRBANKS
INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

OPERATING PROCEDURES



“COMMON SENSE, COMMON COURTESY”
REVISED MAY 2024

CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT BOARD OPERATING PROCEDURES

PREFACE

It is the responsibility of the Board of Trustees, as a body corporate, to create policy for the school district, and it is the responsibility of the Superintendent and staff to manage and lead the district, and ensure that the policies adopted by the Board are implemented. In effective school systems, the Superintendent and the Board function as a “Team of Eight.” The Cypress-Fairbanks Independent School District Board Operating Procedures provide guidance to the Board and the Superintendent in the operation of this “Team of Eight” so it may function as a cohesive and effective unit in its mission to accomplish the goals and priorities of the school district. The Board Operating Procedures serve as standard operating procedures that supplement the local policies of the school district. Specifically, the following policies apply directly to the Board of Trustees and are incorporated herein by reference:

BAA (Legal) BOARD LEGAL STATUS - POWERS AND DUTIES
BBA (Legal) BOARD MEMBERS - ELIGIBILITY/QUALIFICATIONS
BBC (Legal) BOARD MEMBERS - VACANCIES AND REMOVAL FROM OFFICE
BBD (Legal) BOARD MEMBERS - TRAINING AND ORIENTATION
BBD (Exhibit) BOARD MEMBERS- TRAINING AND ORIENTATION
BBD (Local) BOARD MEMBERS - TRAINING AND ORIENTATION
BBE (Legal) BOARD MEMBERS- AUTHORITY
BBE (Local) BOARD MEMBERS- AUTHORITY
BBF (Local) BOARD MEMBERS- ETHICS
BBFA (Legal) BOARD MEMBERS- ETHICS, CONFLICT OF INTEREST DISCLOSURE
BBFA (Local) BOARD MEMBERS- ETHICS, CONFLICT OF INTEREST DISCLOSURE
BBFA (Exhibit) BOARD MEMBERS- ETHICS, CONFLICT OF INTEREST DISCLOSURE
BBFB (Legal) BOARD MEMBERS- ETHICS, PROHIBITED PRACTICES
BBG (Legal) BOARD MEMBERS - COMPENSATION AND EXPENSES
BBG (Local) BOARD MEMBERS - COMPENSATION AND EXPENSES
BBG (Regulation) BOARD MEMBERS - COMPENSATION AND EXPENSES
BBI (Local) BOARD MEMBERS - TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS
BDAA (Legal) OFFICERS AND OFFICIALS - DUTIES AND REQUIREMENTS OF BOARD OFFICERS
BDAA (Local) OFFICERS AND OFFICIALS - DUTIES AND REQUIREMENTS OF BOARD OFFICERS
BDB (Legal) BOARD INTERNAL ORGANIZATION- INTERNAL COMMITTEES
BDB (Local) BOARD INTERNAL ORGANIZATION- INTERNAL COMMITTEES
BDD (Local) BOARD INTERNAL ORGANIZATION, ATTORNEY
BE (Legal) BOARD MEETINGS
BEC (Legal) BOARD MEETINGS- CLOSED MEETINGS
BED (Legal) BOARD MEETINGS- PUBLIC PARTICIPATION
BED (Local) BOARD MEETINGS- PUBLIC PARTICIPATION
BED (Regulation) BOARD MEETINGS- PUBLIC PARTICIPATION
BF (Local) BOARD POLICIES
BJCD (Legal) SUPERINTENDENT - EVALUATION
BJCD (Local) SUPERINTENDENT – EVALUATION

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BQ (Legal) PLANNING AND DECISION-MAKING PROCESS

BQ (Local) PLANNING AND DECISION-MAKING PROCESS

STANDARDS OF CONDUCT

PORTRAIT OF A CFISD BOARD MEMBER

The Cypress-Fairbanks ISD School Board member provides direction and promotes student success by supporting and celebrating the characteristics cited in the portraits of the administrator, the teacher, and the graduate. The Board member is a:

- Logical Visionary who provides guidance and direction for accomplishing the vision of the District and who strives to address the District's future growth and diversity while mindful of its past and present goals and decisions;
- Reflective Investigator who understands the limits of personal knowledge, who seeks to expand that knowledge through all available resources, and who commits to continuous improvement by thoroughly, critically, and creatively examining those resources;
- Thoughtful Decision Maker who solves problems by carefully considering the information and recommendations of the District's resources, who embraces differences of opinion in the decision-making process, and who accepts and supports the resulting decisions of the Board;
- Dedicated Team Player who is trustworthy and collaborative while working with other board members, professional educators, and members of the community to arrive at consensus;
- Engaged Representative who listens to stakeholders so they can partner with District staff to be involved in the schools, make informed choices for their children, and support the District in collaboratively maintaining high expectations for student achievement; and
- Knowledgeable Advocate who promotes excellence in education by seeking to understand programs and processes, who respects student differences and developmental levels, and who supports a challenging curriculum for all students.

BOARD MEMBER'S CREED AND ETHICS

The Board Member's Creed

“My first priority is to foster student success. I will endeavor to support student, staff, parent, and community involvement to that end. My decisions will focus on what is in the best interests of our students, staff, parents, and taxpayers so that we can deliver an outstanding education to our students and equip them well for their futures. My desire is that Cypress- Fairbanks ISD continue to be a destination community for students, parents, employees and community members.

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I will support a strong working environment for our teachers, support staff, and administrators. My desire is that Cypress-Fairbanks ISD continue to be a career destination for our team; my decisions will seek to enable our educational and support teams to deliver an outstanding work environment and education and opportunity for all of our students.

I am a citizen elected to represent the people of the entire school district, not just a specific group of people, geographic area, or political party.

I realize that my authority as a member of the Board of Trustees only exists during a legally announced meeting, or when authorized by Board action to speak on behalf of the District or the Board.

I do not need to know all the facts of the educational process or of general school administration but I expect to timely receive the necessary data to evaluate the work in order to effectively govern. I am not expected to do this work, but I am responsible for seeing that the work is done.

My work as a member of the Board of Trustees consists of assisting in choosing a competent superintendent to guide the District, deciding within the provisions of the applicable laws what is to be done, setting educational priorities, and appraising the work to see that it is done competently and economically.

The administration of the educational program and the conduct of school business shall be left to the superintendent and his or her staff. I deal directly with the superintendent or through the board president and do not attempt to handle school business matters with other District employees.

I listen impartially to all persons who come to me with questions, problems, and/or comments on the capabilities or personalities of school employees, direct them to the appropriate employees of the school district, and apprise them of the administrative procedure for all grievances.

I must make my own decisions.”

The Board Member's Code of Ethics

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.
- I will be accountable to the school community by accurately communicating District policies, programs, priorities, progress, and enabling community feedback for the purpose of guiding District priorities.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.
- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.

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- I will base my decisions on fact rather than supposition, opinion, or public favor.
- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.
- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.
- I will be continuously guided by what is best for ALL students of the District.

BOARD MEMBER'S STANDARD OF BEHAVIOR

- Board members should be knowledgeable of the Board's Creed and Code of Ethics, which will be provided and acknowledged by each newly elected Trustee during new Trustee Orientation.
- Board members will review the Board Operating Procedures at least annually and sign acknowledgment any time the procedures are amended and re-adopted by the Board.
- During Board meetings, Board members, working in concert with the Superintendent, should strive to create and maintain a meeting atmosphere that allows the District's "Team of Eight" to work in harmony and serve as an example to students and employees.
- Board members should maintain the confidentiality of documents and discussions from closed session items and meetings.
- Board members are responsible for policing each other. Individual Board members are encouraged to express their concerns about another Board member's performance directly to the member. If the private consultation with the fellow Board member does not address the concern, the Board President should be notified.
- The Board president may address the concern privately and informally with the member on behalf of the reporting Board member(s) or facilitate a discussion between the members involved. If the facilitated discussion would involve a quorum of the Board, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.
- The repeated failure to adhere to the standards of behavior or Board operating procedures may result in the Board president meeting with the Board member to formally address the concerns in writing or when appropriate, post the matter for the full Board to evaluate individual Board Member(s) performance(s). If considered by the full Board, the Board may reach consensus on appropriate behaviors to resolve the concern, may issue a private written warning to the offending Board member(s) and/or, in the case of continued violations or a violation of a sufficiently egregious nature, the Board may publicly reprimand or censure the Board member(s) by formal action of the Board.

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SUMMARY OF KEY ROLES AND RESPONSIBILITIES OF THE BOARD

- Recognize the respective roles of the Texas Legislature, State Board of Education, the Texas Education Agency and the local Boards of Trustees in the governance of the public schools;
- Fulfill the statutory duties of the local Board of Trustees and uphold all laws, rules, ethical procedures and court orders pertaining to schools and school employees;
- Focus its actions on policy making, planning and evaluation of the District's vision, mission and goals;
- Adopt a planning and decision-making process consistent with state statutes that uses participation, information, research and evaluation to help achieve the District's vision;
- Ensure that the District planning and decision-making process enables all segments of the community, students, parents and staff to contribute meaningfully to achieving the District's vision;
- Develop and adopt policies that provide guidance for accomplishing the District's vision, mission and goals;
- Adopt a budget that incorporates sound business and fiscal practices and provides resources to achieve the District's vision, mission and goals;
- Adopt goals, approve student performance objectives and establish policies that provide a well-balanced curriculum resulting in improved student learning;
- Approve goals, policies and programs that ensure a safe and disciplined environment conducive to learning;
- Oversee the management of the district by employing a superintendent and evaluating the Superintendent's performance in providing educational leadership, managing daily operations and performing all duties assigned by law;
- Adopt policies and standards for hiring, assigning, appraising and compensating school district personnel in compliance with state laws and rules; and
- Attending district activities (such as graduations, awards programs, and school dedications) whenever possible.

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GOVERNANCE

- Board members, as individuals, may not exercise authority over the school district or its property, students or employees. Except for appropriate duties and functions of the Board President, an individual member may not act on behalf of the Board without the express authorization of the Board. Without authorization, no individual member may commit the Board on any issue and may not use District resources or the District name or logo in a way that infers authority to speak on behalf of the Board. [BBE (Local)]
- When Board members attempt to insert themselves into the day-to-day details of administering the District, they are not fulfilling the Board’s responsibility to look to the future. The Board should let the Superintendent oversee and operate the District’s daily operations. This is stated as a reminder by the Board President before every school board meeting.
- Board Standing Committees. In accordance with Board policy and these operating procedures, the Board creates the following standing, special committees of the Board, whose membership shall be assigned by the Board President. [BDB (Local)]
 - Finance, Audit & Technology Committee- to oversee the District’s budgeting, financial planning, tax collection, annual financial audit, oversight of the District’s internal and external auditors, and the technology planning.
 - Academics, Safety, Vision & Planning Committee- to oversee the development and progress toward achieving the District’s strategic plan.
 - Policy Review Committee- to oversee matters regarding Board policy.
 - Governance Committee- to oversee matters of Board governance, such as review and revision of the Board Operating Procedures, naming of facilities, development of the Board’s legislative priorities, oversight of the Board’s counsel, and Board training and team building.
- Board Ad Hoc committees. The Board President may also create ad hoc committees to address specific areas of focus of the Board. These committees shall dissolve upon completion of their assigned work. The memberships of these committees shall be assigned by the Board President.
- Board Meetings
 - The Board will observe the modified parliamentary procedures in Roberts Rules of Order, Newly Revised for Small Assemblies. [See attached].
 - In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings.
 - Board member requests for agenda items as outlined in BE (Local) should be submitted to the Board President for inclusion on a future agenda at least one week before a committee of the whole work session. The Board President will review the agenda item with the member before it is presented to the Superintendent and discuss with the member when the item should be included on a future Board meeting agenda.

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- The Superintendent, in consultation with the Board President, may call a special-called meeting with at least 72 hours notice.
 - To make meetings more efficient, reports to the Board will be written unless they are either required by law, compelled by importance, or politically significant. Additionally, if an individual trustee requests that the administration prepare a report, the Board President will seek to determine if it is the consensus of the Board that the report is needed. The Board President will inform the Board of his/her determination regarding the request.
 - The Board will develop a consent agenda, determined by the Board President, which may contain those items that are recurring or routine in nature, or for which there are no further questions after discussion of the Board during a committee of the whole work session.
 - Board members should make every effort to have requests for additional information or clarification of an agenda item submitted to the Superintendent no later than 48 hours prior to the committee of the whole work session.
 - Board members should notify the Superintendent in advance of any interest in removing an item from the consent agenda.
 - Board members may make comments during the Board comment portion of the board meetings regarding the District and District-related activities, issues and events but these comments cannot be the subject of discussion or deliberation unless they are otherwise posted as an agenda item (in which case the discussion would occur when the agenda item was addressed).
- Board Meeting Invocations
 - The Board of Trustees has long maintained a tradition of solemnizing its proceedings by allowing for a brief opening prayer before each meeting, for the benefit and blessing of the Board. The Board desires to clarify and codify its invocation practice because solemnizing prayers before deliberative public bodies has been consistently upheld as constitutional by federal courts, including the Fifth Circuit Court of Appeals. The Board intends to establish procedures that reflect its past practice of offering invocations that do not proselytize or advance any faith or show any purposeful preference of one religious view to the exclusion of others.
 - In order to solemnize meetings of the Board of Trustees, it is the desire of the Board to allow for, but not to mandate, an invocation to be offered at its meetings for the benefit of the Board.
 - No Board member, employee of the school district or any other person in attendance at the meeting shall be required to participate in any prayer that is offered.
 - The invocation shall be voluntarily delivered by an eligible member of the Faith-Based community in the Cypress-Fairbanks area. To ensure that such person (the “invocation speaker”) is selected from among a wide pool of the District’s Faith-Based leaders, on a rotating basis, the invocation speaker shall be selected according to the following procedure:
 - a. The Superintendent shall compile and maintain a database of the Faith-Based leaders with an established presence in the Cypress-Fairbanks area (“Faith-Based Leaders List”.)

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- b. The Faith-Based Leaders List shall be compiled by referencing the listing for “churches,” “congregations,” or other religious assemblies in the annual Yellow Pages phone book(s) published for the Cypress-Fairbanks area, research from the Internet, and consultation with local chambers of commerce. All religious congregations with an established presence in the local community are eligible to be included in the Faith-Based Leaders List, and any such congregation can confirm its inclusion by specific written request to the Superintendent.
 - c. The Faith-Based Leaders List shall be updated, by reasonable efforts of the Superintendent, in May of each calendar year.
 - d. On or about July 1 of each calendar year, the Superintendent shall send an invitation to each spiritual leader listed on the Faith-Based Leaders List and invite each to schedule on a first-come, first-served basis to deliver an invocation for a future Board meeting.
 - e. If no eligible member of the clergy is available to provide the invocation, a member of the Board may deliver the invocation. The designated Board member shall deliver the invocation in his or her capacity as a private citizen, and according to the dictates of his or her own conscience.
 - f. No viewpoint, guidelines or limitations shall be issued regarding an invocation’s content, except that the Board shall request by the language of this guideline that no prayer should proselytize or advance any faith or disparage the religious faith or non-religious views of others.
 - g. The Superintendent shall make every reasonable effort to ensure that a variety of eligible invocation speakers are scheduled for the Board meetings. No invocation speaker shall be scheduled to offer a prayer at consecutive meetings of the Board, or more than two (2) times per school year.
 - h. Neither the Board nor the Superintendent shall engage in any prior inquiry, review of, or involvement in, the content of any prayer to be offered by an invocation speaker.
 - i. This guideline is not intended and shall not be implemented or construed in any way, to affiliate the District or the Board with, nor express any Board member’s preference for, any faith or religious denomination. Rather, this operating procedure is intended to acknowledge and express the Board’s respect for the diversity of religious denominations and faiths represented and practiced among the citizens of Cypress-Fairbanks ISD.
- Board Visits. In order to demonstrate support of the campuses, the Board has established a practice of scheduling Board visits for the trustees to visit schools in the District each year. Such visits shall be regarded as informal expressions of interest in and support of school affairs and are not “inspections” or visits for supervisory or administrative purposes. With the assistance of the Superintendent’s staff, each trustee is provided the opportunity to visit an

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allocated number of campuses each school year. The number of allocated schools per trustee may vary depending upon each trustee's personal and professional commitments. Trustees are strongly encouraged to visit their allocated schools during the assigned calendar year, and to visit other campuses when and if time permits.

- When visiting a campus, Board members should adhere to the following:
 - Board members wishing to visit a campus should inform the Superintendent's office and the campus Principal at least 24 hours in advance of the visit.
 - Board members must check in at the Principal's office and follow campus visitor guidelines as required in BBE (Local).
- These guidelines do not pertain to visits as a parent or as a spectator to school events. Board members with children enrolled in the school district are entitled to the same rights, privileges and courtesies as all other parents or guardians. However, when engaging in conferences or interactions with school personnel as a parent, a Board member shall not let his/her official position interfere or dictate decisions that should be fair and impartial.
- Board Access to and Requests for Information. Board members, acting in their official capacity, have access to confidential information that may be withheld from members of the general public. For instance, Board members have access to student and employee information that is otherwise confidential under the law to the general public. Board members who receive access to confidential records or information in their official capacities have a responsibility to maintain that confidentiality in accordance with the law. Board members may also request existing information and/or existing reports regarding the district through the Superintendent. Before requesting existing information, Board members should consider whether the information is a "need to know" or a "nice to know." Individual Board members may not direct or require District staff to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or other custodian of records regarding the preparation of reports shall be made by Board action.
 - When an individual Board member submits a request for existing information outside a Board meeting, the response will be shared with all Board members.
 - As required by law, the District shall track and report any requests by an individual board member for existing information, including publicly posting the cost of responding to one or more requests by any individual Board member for 200 or more pages of material within a 90-day period.
 - As required by law, the District shall provide the individual Board member requesting information the existing documents or records within twenty (20) business days from receipt of the request. The District may take an additional reasonable period of time to respond, not to exceed ten (10) additional business days, if compliance by the twentieth (20th) business day would be unduly burdensome. If the additional time is needed, the District shall inform the Board member of the reason for the delay and the date by which the information will be provided.
 - If the District does not provide the information properly requested by a Board member within the time period required by law, the member may bring suit against the District

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for appropriate injunctive relief. A Board member who prevails in a suit to enforce the legal provisions of a Board member's access to records may recover court costs and reasonable attorney's fees.

COMMUNICATION

- Communications Among Board Members
 - Board members may have informal telephone, email, or personal communications with other Board members in groups less than a quorum of the Board on any subject, including topics that have or may come to the attention of the Board, without violating the Texas Open Meetings Law if there is no attempt made to take action on behalf of the Board, and no attempt is made to garner support from other Board members for particular positions on items to be considered by the Board.
 - A quorum of Board members may be invited to or be present at social events; district or campus functions; or regional, state, or national conventions or workshops, or CFISD candidate forums without violating the Texas Open Meetings Law if no formal action is taken as a Board, and any discussion of public business is incidental to the social event, district or campus function, convention or workshop.
- Communications with the Superintendent:
 - The Superintendent will communicate with all Board members at least weekly via Board Bulletin in order to update the Board regarding District events and/or information or reports requested by the Board.
 - The Board shall promptly communicate any questions or concerns to the Superintendent and should not wait until the Superintendent's formal evaluation to address concerns.
 - The Board shall evaluate the Superintendent at least annually in accordance with local policy [BJCD (Local)] utilizing the Board Monitoring System [AE (Local)].
- Board Communications with the Staff and Community:
 - The Board communicates with the staff and community through Board meetings, public hearings of the Board, Board-authorized presentations to the community, Participation in a Districtwide Special Committee and District publications. [BED (Local)]. Except for the appropriate duties and functions of the Board President, individual Trustees do not have the authority to act or speak on behalf of the Board or the District without prior approval of the Board.
 - Board members may serve on Districtwide Special Committees, both standing and ad hoc, appointed by the Superintendent under BDB (Local) in addition the Board President who serves as an ex official member on all District and Board committees.

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For standing Special Committees, the Board President shall annually assign a maximum of three Board members to each committee. For ad hoc Special Committees, the Board President may assign a maximum of three Board members to serve on the committee for its duration.

- Trustee Communications with the Staff and Community
 - Trustees may provide factual information in response to communications they receive individually from staff or community members, but should not attempt to speak on behalf of the Board or predict the Board's position on an issue or item. Written communications received by the entire Board from staff or community members will be acknowledged by the Board President and directed to the appropriate administrator for action or follow up as needed.
 - Board members should use District-provided email to communicate with staff and community members when at all possible and should avoid using personal email or text messages for District business. If personal email or text messages are utilized for District business, Trustees must preserve the messages according to the time established by the District's record retention schedule or transfer the messages to the Trustee's District-provided email.
 - In response to a question or concern raised by a staff or community member to an individual Board member, Board members should provide resources to assist the staff or community member in answering or resolving the question or concern. Generally, Board members should refer the individual back to the lowest possible level to resolve the problem, and if the staff or community member indicates that he/she has already addressed the concern with the department or campus-level administrator, then the individual should be referred to the Superintendent's Office. Board members should contact the Superintendent and advise him/her of the referral. Board members may also follow up with the Superintendent or designated staff in order to determine if the question or concern was addressed. Board members should generally refrain from investigating and attempting to address staff or community concerns directly, if doing so could result in the Board member being unable to address the situation if it were to come before the Board.
 - The Board of Trustees encourages employee and community input, however, anonymous phone calls, emails or letters will typically not receive a written response from the District. Anonymous calls, emails or letters that allege employee misconduct should be referred to the Superintendent, who will refer the matter to Human Resources for review and action as appropriate.
 - Trustees who wish to utilize one or more social media platforms to communicate regarding District business should strongly consider creating social media accounts solely for posting and/or communicating regarding the District. Use of a personal social media account by a Board member for communicating about the District and/or allowing or encouraging public interaction about the District on the personal social media platform may create a limited public forum on the Trustee's personal social

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media platform and inhibit the Trustee's ability to moderate comments on the personal account.

- Individual Board members may communicate with staff members on any topic without posting or concern for the Texas Open Meetings Act. However, if four or more Board members wish to communicate with a staff member at the same time and engage in discussion on the topic at hand, the discussion should be reserved for an agenda item posted in accordance with the Texas Open Meetings Act.
- Media requests: The District works with the local media to provide information to the community regarding the goals, achievements, and needs of the District. All written requests for information should be forwarded to the General Counsel in the Legal Services Office, who serves as the District's Public Information Officer and Superintendent's designee for public information act requests.
 - If a Board member receives a telephone call from the media, the call should be directed to the Board's spokesperson, the Board president, if it involves particular Board action, or the Superintendent's Office if it relates to district operations, personnel, students, or other issues separate from specific Board action.

BOARD TRAVEL GUIDELINES

The Board shall adhere to the meal reimbursement procedures and rates outlined in BBG (Legal), (Local) and (Regulation). Additionally, the following expense-reimbursement guidelines are agreed upon by the Board members:

- All Board members may attend one annual state convention (i.e., TASA/TASB Convention), and the Board's TASB representative(s) may attend appropriate TASB meetings in accordance with CFISD's representation on the TASB board of directors.
- Pending any necessary budget considerations, all Board members may attend one national convention (i.e., NSBA Convention).
- The Board's representative(s) may attend the Texas School Alliance meetings for Board members.
- The Board's representative(s) may attend the Gulf Coast School Board Association meetings (Region 4).
- All Board members may attend the Region IV Education Service Center Board training sessions and/or meetings.
- The Board's representative(s) may attend the legislative sessions and/or meetings of the State Board of Education as appropriate.

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- The members of the Board finance committee may attend any bond rating presentations, with a maximum of three Board members at any one presentation.
- Board members may attend one additional Board training seminar or educational seminar of their choice within the continental United States in addition to the state and national conventions, and Region IV trainings. Board members who apply and are accepted into Leadership TASB may also attend this training. Additional training or educational seminars may be requested by individual Board members and approved by a majority of the Board through Board action. The Board president may attend additional training specific to this role.
- Board members may attend regional or state UIL activities representing the District, with a maximum of one overnight lodging expense per event.
- Board members may attend local breakfast, lunch, or dinner meetings that are education-related or related to Board and/or District business.
- Hotel stays, when more conducive to participation, are allowable in Houston or the greater-Houston area.
- Exceptions to the above must be approved by a majority of the Board members.

ORGANIZATIONAL EVALUATION/TRAINING

- During the Team of Eight training, the Board shall establish a plan for Board training for the following year, which should include a self-evaluation instrument at least every two years.
- As determined by the Board President, quarterly meetings may be scheduled as needed to discuss goal setting, team building and how the Board is operating. we are doing business, as determined by the Board.
- The Board President will identify a process for educating new Board members annually during the Team of Eight training. New Board members will be provided with a list of requirements for their review and implementation and the Board President shall assign new Board members a mentor.
- The Board President shall ensure the Board's processes and these Board Operating Procedures are reviewed at least annually and updated and approved as needed.
- The Board President and one other Board officer will meet with new Board members individually in order to educate the new member on the Board's Operating Procedures. This should ideally occur prior to the first regularly-scheduled Board meeting following the new member's election or appointment.

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ACKNOWLEDGMENT

The Cypress-Fairbanks ISD Board of Trustees has adopted these operating procedures in the spirit of collaboration and teamwork that guide our work on behalf of all the students of the District. These procedures are adopted to supplement the local policies of the District and are consistent with our Code of Ethics (Board Policy BBF (Local)) and with all other laws and policies governing the operation of the Board and the District. The procedures are adopted by a formal vote of the Board and they may be amended in the same fashion.

I hereby acknowledge that it is my responsibility to review the Cypress-Fairbanks Independent School District Board Operating Procedures, and my signature indicates that I agree to do so and to abide by the standards, policies and procedures contained therein.

Name

Date



Texas Association of School Boards
Leadership Team Services

Practical Parliamentary Procedures

Board Presidents' Academy

800-580-8272

This document is provided for educational purposes only and contains information to facilitate a general understanding of the law. It is not an exhaustive treatment of the law on this subject nor is it intended to substitute for the advice of an attorney. It is important for you to consult with your own attorneys in order to apply these legal principles to specific fact situations. © 2012 Texas Association of School Boards, Inc. All rights reserved.

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Basic Concepts of Robert's Rules

“The great lesson for democracies to learn is for the majority to give to the minority a full, free opportunity to present their side of the case, and then for the minority, having failed to win a majority to their view, gracefully to submit and to recognize the action as that of the entire organization, and cheerfully to assist in carrying it out, until they can secure its repeal.”

—Robert's Rules of Order, Newly Revised, p.xliii

- Consider one matter at a time
- Recognize the right of the majority to rule
- Recognize the right of the minority to be heard
- Protect the right of absent members
- Make informed decisions; act judiciously
- Allow free and impartial debate
- Conduct business in a reasonable length of time
- Make decisions with justice and fairness
- Be courteous to each other at all times

Rules for Small Boards

- Discussion may take place without a motion on the floor
- The presiding officer may participate in discussion and voting

Related Resources

Websites

- The Official Robert's Rules of Order Web site: www.robertsrules.com
- James Slaughter's Web site: www.jimslaughter.com

Book

- Notes and Comments on Robert's Rules by Jon L. Ericson

Ranking Motions

These motions are listed in order of rank. When any one of these motions is immediately pending, those above it are in order and those below it are not in order.

	Principle Requirements					
	Recognition	Second	Debatable	Amendable	Vote Required	Reconsiderable
Privileged Motions						
14. Fix the time to which to adjourn	yes	yes	no	yes	maj	yes
13. Adjourn	yes	yes	no	no	maj	no
12. Recess	yes	yes	no	yes	maj	no
11. Raise a question of privilege	no	no	no	no	*	no
10. Call for orders of the day	no	no	no	no	chair	no
Subsidiary Motions						
9. Lay on the table	yes	yes	no	no	maj	no
8. Previous question (to close debate)	yes	yes	no	no*	2/3	yes*
7. Limit or extend limits of debate	yes	yes	no	yes	2/3	yes
6. Postpone definitely	yes	yes	yes	yes	maj	yes
5. Commit or recommit	yes	yes	yes	yes	maj	yes*
4. Amend the Amendment	yes	yes	yes*	yes*	maj	yes
3. Amend	yes	yes	yes*	yes*	maj	yes
2. Postpone indefinitely	yes	yes	yes	no	maj	+
Main Motions						
1. Main Motion	yes	yes	yes	yes	maj*	yes
<i>Motions That Bring Back a Question</i>						
Reconsider	yes	yes	=	no	maj	no
Rescind	yes	yes	yes	yes	maj*	yes*
Take from the Table	yes	yes	no	no	maj	no

Key to Markings

* see *Robert's Rules of Order, Newly Revised* for special rules

x usually no vote taken; chair rules

+ only an affirmative vote may be reconsidered

only a negative vote may be reconsidered

= debatable when applied to a debatable motion; see *Robert's Rules of Order, Newly Revised*

Nonranking Motions

Whether these motions are in order depends upon the business already under consideration and what purpose they may serve when introduced.

	Principle Requirements					
	Recognition	Second	Debatable	Amendable	Vote Required	Reconsiderable
Incidental Motions						
Appeal	no	yes	ltd*	no	maj*	yes
Close nominations	yes	yes	no	yes	2/3	no
Consider seriatim	yes	yes	no	yes	maj	no
Divided the question	yes	yes*	no	yes*	maj*	no
Division of the assembly	no	no	no	no	x	no
Object to consideration of a question	yes	no	no	no	2/3*	#
Parliamentary inquiry	no	no	no	no	chair	no
Point of order	no	no	no	no	chair	no
Reopen nominations or the polls	yes	yes	no	yes	maj	#
Suspend the rules*	yes	yes	no	no	2/3*	no
Withdraw a motion	yes	yes*	no	no	maj	#

Key to Markings

* see *Robert's Rules of Order, Newly Revised* for special rules

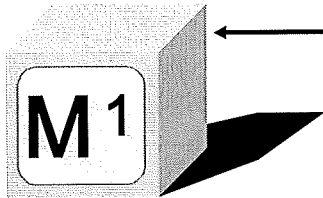
x usually no vote taken; chair rules

+ only an affirmative vote may be reconsidered

only a negative vote may be reconsidered

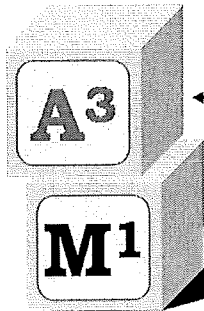
= debatable when applied to a debatable motion; see *Robert's Rules of Order, Newly Revised*

Handling Amendments



Proposed Action: Mr. President, I move we adopt the proposed policy as presented by the advisory committee.
Presiding Officer: Is there a second?
Board Member: I second the motion.
Presiding Officer: There is a motion and a second to adopt the proposed policy as presented. Any discussion?

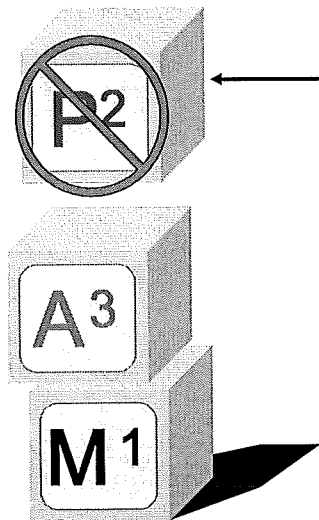
I move we adopt the proposed policy ~~as presented by the advisory committee~~ with revisions recommended by staff.



Proposed Action: Mr. President, I move to amend the motion by striking "as presented by the advisory committee" and inserting "with revisions recommended by staff."
Board Member: I second.
Presiding Officer: We have a motion to amend the main motion by striking "as presented by the advisory committee" and inserting "with revision recommended by staff." Is there discussion?

Handling Amendments (continued)

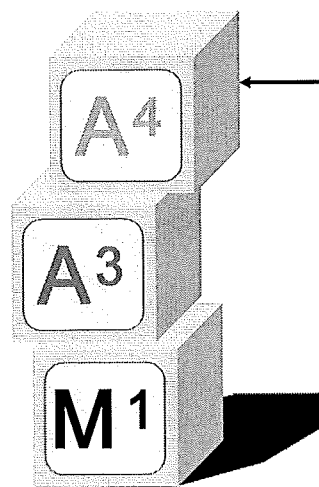
I move we adopt the proposed policy as ~~presented by the advisory committee~~ with revisions recommended by staff.



Proposed Action: Mr. President, I move we postpone action on the policy indefinitely.

Presiding Officer: I'm sorry. A motion to postpone indefinitely is not in order while an amendment is pending. Do you wish to move to postpone until a later date?
No sir, not at this time.

I move we adopt the proposed policy as ~~presented by the advisory committee~~ with revisions recommended by ~~staff~~ the superintendent.



Proposed Action: Mr. President, I move to amend the amendment by substituting "the superintendent" for "staff" after "recommended by."

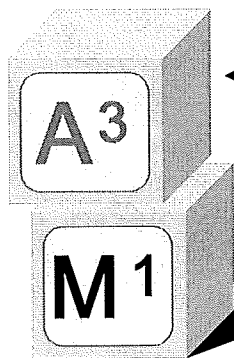
Presiding Officer: We have a motion to amend the amendment by substituting "superintendent" for "staff". Is there a second?

Board Member: I second.

Presiding Officer: Any discussion? If not, we will vote on the secondary amendment. All in favor...

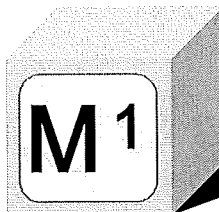
Handling Amendments (continued)

I move we adopt the proposed policy ~~as presented by the advisory committee~~ with revisions recommended by the superintendent.



Presiding Officer: The amendment passes. The question is now on the primary amendment which now reads "to amend the main motion by striking 'as presented by the advisory committee' and inserting 'with revisions recommended by the superintendent.'" Is there discussion?"

I move we adopt the proposed policy with revisions recommended by the superintendent.



Presiding Officer: The amendment has passed. The question is now on the main motion which has been amended to read "I move we adopt the proposed policy with revisions recommended by the superintendent." Is there further discussion?"

Special Meeting Tools

Use a consent agenda

- For routine items (e.g. approval of minutes)
- For non-controversial items (e.g. resolutions honoring staff)
- For items when no questions or discussion are anticipated

Example

1) Consent Agenda:

- A) Approval of Minutes of April 1 Meeting
- B) Approval of Resolution to Participate with Cactus City in Child Safety Month
- C) Approve Monthly Financial Report and Disbursement of Funds
- D) Approve Resolution to Refund Overpayment of Taxes of Over \$500
- E) Approve District Transportation Routes for Next Year

Sample wording

“Does anyone wish to pull any items from the consent agenda for discussion?”

“Is there a motion to adopt the consent agenda?” OR

“Is there a motion to adopt items a, b, c, and d from the consent agenda?”

Special Meeting Tools

Vote by unanimous consent*

- May be used for action if it is clear that all are in agreement
- Especially useful for procedural matters such as:
 - Taking breaks
 - Adjourning
 - Requesting information or reports from staff
- If objection is raised when the president provides the opportunity, the president should proceed to conduct a vote to decide the matter

Sample wording

“If there is no objection, (chair pauses to allow any objection to be voiced) the meeting will stand adjourned.”

“Is there any objection to the resolution? (Chair pauses to allow any objection to be voiced.) Since there is no objection the resolution is adopted by general consent.”

“A motion has been made to call the previous question. Is there any objection to ceasing debate at this time? If not, then by general consent we will proceed to vote on the main question.”

*See *Robert’s Rules of Order Newly Revised* for more information.

Special Meeting Tools

Postpone items when the board is not ready to vote

Postpone indefinitely*

- Kills the motion for the current meeting
- No date is established for taking it up in the future
- Must be placed on a future agenda to bring it back up

Sample wording

"I move to postpone the vote (or this discussion) on this motion indefinitely."

Postpone definitely*

- Delays discussion and/or vote until a specific, future date

Sample wording

"I move to postpone this item until next month's regular meeting to allow board members time to further study the new information received this evening."

Refer or commit items to staff or a committee*

- For further information gathering or study when the board feels it does not have enough information to make a decision

Sample wording

"I move to refer the matter of the dress code policy to the district level decision making committee to study and recommend other options to the board."

*See *Robert's Rules of Order Newly Revised* for more information.

How to Take Action in a Meeting

Privileged Motions		
What you're thinking	Action required	What to say
It's late, but we have some unfinished business that must be dealt with before our next regular meeting.	14. Fix the time to which to adjourn	<i>"Mr. President, before we adjourn, I move that we set the time to continue this meeting before our regularly scheduled meeting."</i>
I'm tired and I want to go home.	13. Adjourn	<i>"Madam President, I move that we adjourn."</i>
I need to take a short break.	12. Recess	<i>"Mr. President, I move that we take a 10-minute recess."</i>
It's hot in here, and I can't hear.	11. Raise a question of privilege	<i>"Madam President, I rise to a question of privilege, may we open a window and ask speakers to use the microphone?"</i>
I think we're chasing rabbits; the agenda states we are supposed to be discussing closing the high school campus and for the last 10 minutes we have been discussing remodeling the cafeteria. We need to get back to the agenda.	10. Call for the orders of the day	<i>"Mr. President, I call for the orders of the day," or simply "Mr. President, I ask that we get back to the agenda."</i>
This is an emergency; our architect is supposed to speak last on the agenda, but this discussion is running so long that he's going to have to leave to catch his plane soon.	9. Lay on the table	<i>"Madam President, I move that we table the motion we are discussing and allow our architect to speak at this time so he can catch his plane."</i>

How to Take Action in a Meeting (Continued)

Subsidiary Motions		
What you're thinking	Action required	What to say
We are going to be here all night. Everyone has had a chance to speak and no one is changing his or her mind. Let's vote and get on with our lives.	8. Previous question (close debate)	<i>"Mr. President, I move we close debate and vote," or "I move the question."</i>
Board members should have ample opportunity for discussion, but we are repeating ourselves.	7. Limit or extend limits of debate	<i>"Madam President, I move we limit our debate to no more than five minutes per member on this issue."</i>
We should put this off until our next meeting. We need more time to make a decision.	6. Postpone definitely (to a specific date)	<i>"Mr. President, I move we postpone this until our next regular meeting."</i>
We need more information on this.	5. Commit or recommit	<i>"Madam President, I move we refer this issue to a committee for further study."</i>
The amendment would be better if we changed some words.	4. Amend the Amendment	<i>"Mr. President, I move to amend the amendment by substituting "the superintendent" for "staff" after "recommended by."</i>
I like this idea, but it could be better if we would just make one change.	3. Amend	<i>"Mr. President, I move to amend the motion by striking "as presented by the advisory committee" and inserting "with revisions recommended by staff."</i>
Now that I've heard debate, closing campuses during lunch sounds like a bad idea that isn't necessary. I'd like put this off unless we need to look at it in the future.	2. Postpone indefinitely	<i>"Madam President, I move we postpone indefinitely the motion to close school campuses."</i>
This agenda item to close the school campuses during lunch sounds like a good idea.	1. Main motion	<i>"Mr. President, I move we close school campuses during lunch periods."</i>

How to Take Action in a Meeting (Continued)

Non-Ranking Motions		
What you're thinking	Action required	What to say
I don't think we're following proper procedure, but I'm not sure.	Parliamentary inquiry	<i>"Mr. President, I rise to a Parliamentary inquiry." (Or "Parliamentary inquiry!" Then when recognized...) "Shouldn't we have a second on the motion before we debate?"</i>
We didn't follow the proper procedure just now.	Point of order	<i>"Madam President, I rise to a point of order." (Or "Point of order!" Then when recognized...) "I make the point or order that we must vote on ending debate when the question has been called, before voting on the main motion."</i>
I think the president's ruling on that point of order is wrong. I want to take a vote to see if we can overrule it.	Appeal	<i>"Mr. President, I appeal from the decision of the chair."</i>
I like one part of that motion but not the other. I wish we could vote on them separately.	Divide the question	<i>"Madam President, I move to divide the question to consider separately 'closing the campuses at lunch' from 'remodeling the cafeteria'."</i>
We shouldn't even be talking about this. Our community is so divided it can't possibly help anything. I'd like to kill it before discussion begins.	Object to consideration of a question	<i>"Mr. President, I object to consideration of the question."</i>
That's not what I meant to say. I'd like to take it back, but the chair has already announced it.	Withdraw a motion	<i>"Madam President, I ask permission to withdraw (or amend) the motion."</i>
Motions That Bring a Question Again Before the Assembly		
If I had known that, I wouldn't have voted for the earlier motion we passed. I'd like to vote on it again now that I know more.	Reconsider	<i>"Mr. President, I move to reconsider the vote to close the high school campus at lunch time. I voted on the prevailing side."</i>
Now that the architect has finished and left to catch his plane, I'd like to go back to the issue we were discussing earlier.	Take from the table	<i>"Madam President, I move to take from the table the motion to close campuses at lunch time."</i>