

# THE OPERATING PROCEDURES OF THE SOUTH SAN ANTONIO BOARD OF TRUSTEES

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## 1. TRUSTEE ETHICS

- 1.1. All Trustees of the South San Antonio Independent School District are responsible for reading and complying with the ethical standards outlined in all District Policies, including BBF (LOCAL), BBFA (LOCAL), BBFA (LEGAL), BBFB (LOCAL) and BBFB (LEGAL). These Board Operating Procedures will be reviewed and amended as appropriate on an annual basis.

## 2. TRUSTEE CONDUCT DURING BOARD MEETINGS

### 2.1. Trustees Must Address the President or Presiding Officer For Recognition

During board meetings, Trustees will not converse, discuss, or debate amongst themselves. All questions and comments must be directed to the Board President. A Trustee wishing to make a comment or pose a question must first seek and obtain recognition from the Board President or Presiding Officer. The Board President or Presiding Officer must recognize a Trustee when he or she raises his or her hand.

### 2.2. Trustees May Not Interrupt The Board President, Presiding Officer, or Other Trustees.

No Trustee shall interrupt the President or Presiding Officer when he or she is speaking. No Trustee shall interrupt another Trustee when he or she has been recognized by the Board President or Presiding Officer, except for the purpose of making a point of order, moving the previous question, or calling for a question to be put to a vote. When two or more Trustees begin to speak at once, the Board President or Presiding Officer shall determine the speaking order.

### 2.3. Speaking More Than Once In a Single Debate

No Trustee shall speak more than once in any debate concerning a matter for the Board's deliberation until every Trustee desiring to do so has had the opportunity to speak. No Trustee shall speak more than twice in any one debate. The Board President must recognize all Trustees who wish to speak once, such that all Trustees have an opportunity to address each issue under consideration, before recognizing Trustees a second time on the same issue under consideration, as per Robert's Rules of Order. Discussion of any agenda item by the full Board shall not exceed 21 minutes, with each Trustee allowed 3 minutes to comment. The Board President, at his/her discretion, may extend the amount of time that each Trustee is allowed to speak, but must ensure that each Trustee is allowed an equal amount of time.

### 2.4. Trustees Must Address Administrative Questions to the Superintendent

Trustees must address questions for the administration or staff directly to the Superintendent for a response. The Superintendent, at his or her discretion, may call upon administrators or staff present at the Board Meeting to respond to any question posted by a Trustee, respond to the Board as a whole, or directly to the Superintendent. No administrator or staff member may speak to or address the Board without receiving permission from the Superintendent and recognition from the Board President or Presiding Officer.

### **The Use of Electronic Devices During Board Meetings is Prohibited**

Trustees are prohibited from using cell phones, laptops, or other electronic device to communicate, email, text, or stream content with any other Trustee, Superintendent, administrator, employee, or member of the public during any public meeting of the Board of Trustees. The use of cell phones or texting demonstrates a lack of respect for the proceedings and, under certain circumstances, may violate the Texas Open Meetings Act. In the event of an emergency or to address a matter of urgency, a Trustee will excuse him or herself from the meeting.

#### **2.5. The Board President Shall Set the Voting Order**

The Board President shall set the order in which Trustees cast votes. The Superintendent, or his or her designee, shall follow the voting order set by the Board President.

#### **2.6. Dress Code**

Meetings of the South San Antonio Independent School District Board of Trustees are formal, governed by state and federal law, open to the public, recorded, and broadcast live. To demonstrate proper respect and decorum for the proceedings, Trustees will dress and groom professionally, in business casual attire for every public meeting. The Superintendent is encouraged to ensure that employees, including him or herself, abide by the same dress and grooming standards for public meetings in which they may be called upon in their employment capacities.

#### **2.7. The Board President Shall Set the Dais Seating Order**

The Board President shall set the seating order for all Trustees on the dais. The Superintendent, or his or her designee, shall follow and implement the seating order set by the Board President.

### **3. COMMUNICATION BETWEEN TRUSTEES**

3.1. Trustees will abide by the Texas Open Meetings Act and shall refrain from communications that could potentially violate the spirit or letter of the law.

3.2. Trustees may not conduct a poll of votes amongst themselves prior to any formal vote.

3.3. Trustees shall direct questions or comments about Board or District operations to the Board President or Superintendent. When communicating with the Board as a whole, the Superintendent shall include a disclaimer admonishing Trustees to refrain from responding to the communication.

### **4. TRUSTEE ACCESS TO DISTRICT FACILITIES**

4.1. Trustees must obey state law, District Policy, and campus rules and regulations regarding visiting campuses, administration buildings, and other District facilities.

4.2. Prior to visiting any District facility or campus, Trustees must coordinate an agreed upon date and time with the Superintendent. Trustees must also advise the Superintendent when they would like to discuss school-related issues with any individual member(s) of the District staff. When visiting any District facility, including campuses, Trustees must inform the Superintendent of arrival and comply with all applicable security protocols and procedures.

### **5. RELATIONS WITH DISTRICT STAFF/MEDIA**



- 5.1. Trustees must not direct, order, or suggest to any District staff how to perform job functions. Trustees shall direct questions, complaints, comments, or suggestions about District operations to the Superintendent. The Superintendent will provide a response to questions, complaint, comments, or suggestions from Trustees.
- 5.2. Trustees must maintain the dignity of their positions as leaders and fiduciaries of the District. Trustees must maintain a professional and respectful relationship with administrators, employees, teachers, and students in accordance with Board Policy DGBA (LOCAL).
- 5.3. Trustees may not, at any time, assume a participatory role as a Trustee with staff or students, unless specifically requested by campus staff.
- 5.4. All media inquiries received by Trustees shall be forwarded to the Superintendent who will provide an official District response. Trustees are prohibited from initiating or responding to media inquiries, making comments or statements to the media in their individual capacities, and making comments or statements that suggest or imply such comments or statements represent the District or the Board.

## **6. REQUESTING INFORMATION FROM STAFF**

- 6.1. Trustees are entitled to request and receive information in the possession, custody, or control of the District, as allowed and regulated by the Texas Education Code. Trustees shall direct all requests for information to the Superintendent for resolution.
- 6.2. Trustees acknowledge that voluminous, repetitive, or frequent requests for information can create an undue burden for the Superintendent or staff members. Trustees must, therefore, balance a request for information with the potential disruption of District operations, as required by Texas Education Code 11.1512(c).
- 6.3. The Superintendent shall share all requests for information with all Trustees. The Superintendent shall share all responsive information with all Trustees.

## **7. EXECUTIVE SESSION**

- 7.1. Trustees acknowledge that Executive Session discussions, as defined by the Texas Open Meetings Act, are confidential and that disclosure of such discussions to any other is unauthorized and prohibited. Trustees are strictly prohibited from recording any portion of Executive Session.

## **8. CONSEQUENCES/SANCTIONS**

- 8.1. The Board President, after corroborating any violation of these procedures, may issue a written warning to the offending Trustee. The President will advise the Board of Trustees of this action in writing.
- 8.2. The Board of Trustees may consider an official public censure of any Trustee who violates these procedures. If the Board of Trustees, by majority vote, issues an official public censure, such public censure shall be in writing and read into the record of the Board proceeding in the open session.

*South San Antonio ISD Board of Trustees*

*By affixing my signature below, I, the undersigned Member of the Board of Trustees of the South San ISD, do hereby attest that I have read, understood, and agree to comply and enforce these Board Operating Procedures and any future amendments.*

  
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Manuel Lopez

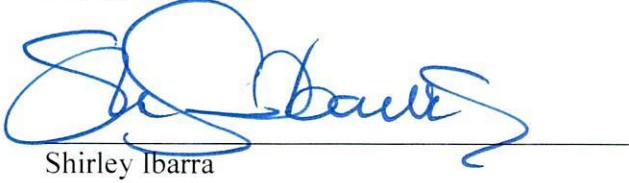
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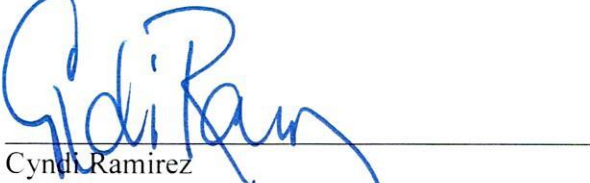
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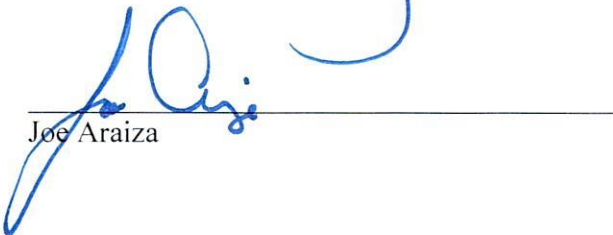
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Abel Martinez Jr.

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Cyndi Ramirez

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Joe Araiza

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