

## West Bonner County School District

### BOARD OF TRUSTEES

1500B

#### Board Operating Procedure & Protocol

Idaho Law requires West Bonner County School District (WBCSD) to adopt rules of order that govern Board meetings, including offering in-person public comment during regular meetings. WBCSD utilizes Roberts Rules of Order as a basis for Meeting Operating Procedures.

1. The Board will conduct its meetings and order of business using general rules of parliamentary procedure for small boards. Should a question on parliamentary procedure arise at any meeting, the most current edition of Robert's Rules of Order (small boards) will be used as a guide.
2. All Board meetings shall be held in a location that is accessible to the public. Any person with a disability that requires accommodation or support to allow them to attend a meeting and/or provide comment may request such accommodation as described in Policy 4150.
3. The Board will abide by all rules of the Idaho Open Meetings Law, and the Board Clerk shall keep written minutes of all open Board meetings.
4. The order of business shall be reflected on the agenda and is determined by the Board Chair and Superintendent with input from the Board. Upon consent of a majority of the Board, the order of business at any meeting may be changed. Patrons may suggest items for inclusion on the agenda by submitting a written request to the Board Clerk.
5. Proxy voting is not permitted. Board Members are allowed, by Idaho Law, to attend virtually or by phone when they are unable to attend the meeting in-person. Each Board Member will attend all meetings in-person and only remotely when necessary.
6. The Board will accept in-person public comment at every regular meeting before action is taken on District business, including the consent agenda. The Board may take action to approve an agenda prior to public comment. Rules for patron comment are outlined in Policy 4105. No public comment will be allowed on items that require an executive session as outlined in Idaho Code 74-206, including but not limited to, subject matter that includes personnel, students, pending litigation, or other items that are deemed confidential by Idaho Law.
7. The Board will consistently follow the audience participation procedures outlined in Policy 4105.
8. The Board will consider and represent the needs and interests of ALL of the children in the West Bonner County School District.
9. The Board will lead by example. Board members agree to avoid inflammatory and personally directed language and actions that create a negative impression of an individual, the Board, or the District. While debate and differing points of view are encouraged, such discussion shall occur thoughtfully and with respect.
10. Surprises to Board Members or the Superintendent will be the exception and not frequent. Board members will agree to ask the Board Chair and/or the Superintendent to place an item

on the agenda instead of bringing it up unexpectedly at a meeting, as doing so may be an Open Meeting Law violation and not conducive to good governance practices.

11. Board requests of staff are to be made through the Superintendent.
12. All personnel complaints and criticisms received by the Board or its individual members will be directed to the Superintendent through the Board's Uniform Grievance Procedure.
13. Board Members will encourage others to follow the Board policy on complaint procedures to present their concerns, problems, or proposals to the person who can properly address their issue by using the Board's Uniform Grievance Procedure.
14. To be efficient and effective, long Board meetings will be avoided. If a Board Member needs more background information on business items, they will contact the superintendent in advance of the meeting and consider a special meeting to address tabled matters.
15. The Board will consider research, best practices, public input, and financial impacts in their decision-making process.
16. The superintendent is the CEO (chief executive officer) and should recommend, propose, or advise on all items that go before the Board.
17. The Board will speak to the issues on the agenda and not engage in off-topic debate. Facts and information needed from the administration will be referred to the Superintendent.
18. Work sessions will be for in-depth discussion on one or two agreed-upon topics, which will be identified on an agenda.
19. When executive sessions are held, Board Members will honor the confidentiality of everything presented or discussed.
20. The Board commits itself to continuous improvement through annual Board retreats, work sessions, and participating together in learning opportunities. The Board will ensure it includes a properly noticed agenda for such meetings.
21. The Board and Superintendent will annually facilitate goal setting for the School District.
22. Board Members will do their homework and improve their board skills by attending learning and networking opportunities.
23. The Board recognizes that individual Board Members do not have authority. Only the Board as a whole has authority. The Board agrees that an individual Board Member will not take unilateral action.
24. The Board Chair or the Board's designee will be the spokesperson.
25. When Board Members serve on committees or attend committee meetings, their role shall be as liaison to the Board and, when addressing the committee, shall be only as one individual on the Board.
26. The Board will establish the vision, mission, and goals for the District, adopt policies, and assure accountability. The Superintendent will manage the schools.

**Legal References**

IC § 33-205  
IC § 33-510  
IC § 74-202  
IC § 74-203  
IC § 74-204  
IC § 74-205  
IC § 74-206  
IC § 74-206A  
Idaho Open Meeting Law Manual

**Description**

Denial of School Attendance  
Annual Meetings – Regular Meetings – Board of Trustees  
Open Public Meetings – Definitions  
Governing Bodies--Requirement for Open Public Meetings  
Notice of Meetings  
Written Minutes of Meetings  
Executive Sessions – When Authorized  
Negotiations in Open Session  
Current edition

**Cross References**

1140  
4105  
4105-F(1)

**Description**

Vacancies  
Public Participation in Board Meeting  
Public Participation

Policy History:

Adopted on:                   October 23, 2024