

II. School Board Operations

2.01 *Board Composition and Organization*

2.01.1 Composition – The Lawrence County Board of Education is composed of five (5) members who are elected to six-year terms by qualified electors of Lawrence County, Alabama. Members may not be employees of the Board and must meet any applicable legal requirements.

[Reference: ALA CODE §§ 16-8-1, 2 (1975)]

2.01.2 Officers – A president and vice-president will be appointed at the annual meeting of the Board held in November of each year. The board member serving as president will be determined by rotating through each school board district in numerical order, such that every board member has the opportunity to serve as president at least once in a six-year term; provided, however, that a newly elected Board member shall not serve as president in his or her first year on the Board. The vice president will typically be appointed as president at the next annual meeting absent issues created by vacancies on the Board. The Superintendent will serve as both the Board's chief executive officer and secretary. If the Superintendent's position is vacant, the Board may appoint one of its members to act as secretary until such time as the Superintendent's position is filled.

[Reference: ALA CODE § 16-8-1 (1975)]

2.01.3 Committees – The Board may divide itself into standing or special committees for the purpose of more efficiently conducting Board business, but no recommendation or action of any committee will bind the Board without the affirmative vote of a majority of the whole Board.

2.02 *Duties and Authority of Board Members*

The Board has the authority and responsibility to administer and supervise the public schools that are located within Lawrence County, Alabama. Board authority will only be exercised collectively through action taken in accordance with applicable statutory and parliamentary procedures. Individual Board members have no authority to bind the Board or to act on behalf of the Board except when authorized to do so by official action of the Board. The Board shall adopt and comply with a code of conduct.

[Reference: ALA CODE § 16-1-411 (1975)]

2.03 *Board Member Compensation*

Board members may be compensated for their services and reimbursed for expenses incurred in the performance of their official duties as authorized by law.

[Reference: ALA CODE § 16-8-5 (1975)]

2.04 ***Board Member Training***

Board members will participate in orientation and ongoing training provided by the Alabama Association of School Boards or approved in advance through an application process administered by AASB to develop and enhance their knowledge and effectiveness as Board members and to improve Board governance and operations in accordance with the requirements of state law.

[Reference: ALA CODE § 16-1-41, 41-1 (1975)]

2.05 ***Board Meetings***

2.05.1 **General Provisions** – The Board will hold regular and specially called meetings in accordance with applicable statutory requirements and as dictated by the needs of the school system. All meetings of the Board will be open to the public except as may otherwise be required or permitted by law.

[Reference: ALA CODE § 36-25A-1, *et seq.* (1975)]

2.05.2 **Time and Place** – The times and places for regularly scheduled meetings will be established by the Board at the annual meeting held in November of each year, provided that the Board may modify its meeting schedule in the exercise of its sound discretion. Public notice of the dates, times, and places of meetings of the Board will be given in the manner prescribed by law. Board members will be given such advance notice of specially called meetings as is practicable under the circumstances.

[Reference: ALA CODE §§ 16-8-4, 36-25A-1 (1975)]

2.05.3 **Rules of Order** – Board meetings will be conducted in accordance with the most recently revised edition of *Robert's Rules of Order*, provided that strict adherence to the formalities of the Rules of Order may be reasonably relaxed in order to facilitate conduct of Board business. A majority of the whole Board will constitute a quorum for purposes of transacting Board business, except as may otherwise be provided by law. Deviations from or errors in executing parliamentary procedure do not invalidate Board actions or decisions that are otherwise consistent with the intent of the Board.

2.05.4 **Special (Called) Meetings** – Special meetings shall be called by the President of the Board, upon the written request (which may be conveyed by electronic mail) of a majority of the members of the Board to the President, or by the Superintendent. Notice of the call or request shall be simultaneously conveyed to all board members and to the Superintendent, together with a statement of the reason for the call or request and the matters to be addressed at the meeting. The meeting shall be set as soon as is practicable, taking into account the reasonable availability of board members and the Superintendent, the urgency of the matters to be addressed, and the necessity to provide public notice of the meeting as provided by law.

- 2.05.5 Public Participation – In order to facilitate orderly scheduling of public remarks related to concerns with school operations and program, anyone wishing to speak during a regularly scheduled Board meeting must be a resident of Lawrence County, the parent/guardian of a student attending Lawrence County Schools, or be employed by the Lawrence County Schools, and must submit a request form to the Superintendent as early as possible, but in no event less than five (5) days prior to the meeting. The individual's name will then be placed on the agenda.

When the individual speaks at the Board meeting, the individual shall stand and give his or her name and the group name, if any, that he or she represents. The presentation should be as brief as possible, and in no event shall exceed three (3) minutes. Speakers may make statements about their particular concern with school operations and programs and shall observe appropriate decorum in doing so. To ensure the privacy of its students, the Board will not hear comments regarding individual students. To ensure that matters regarding specific employees of the Board are not discussed in a way that would compromise the federal due process and state administrative rights of any employee, it will not hear comments regarding employees.

At his or her discretion, the Board President may allow public comments from the floor, subject to the limitations above. The Board President may terminate any comments that do not conform to the criteria specified above, or for other good cause, including disruptive or threatening conduct.

2.06 *Superintendent's Responsibilities, Qualifications, and Appointment*

- 2.06.1 Roles, Responsibilities, Qualifications, and Term – The Superintendent serves as the chief executive officer of and secretary to the Board. The Superintendent may exercise such prerogatives and duties as are prescribed by statute, as are delegated or specified in an employment contract, or as are otherwise lawfully assigned by the Board. The Superintendent must possess the minimum qualifications for the position that are established by law. The term of the Superintendent's appointment will be established by law.

[Reference ALA CODE § 16-9-1, *et seq.* (1975)]

- 2.06.2 Scope of Executive and Administrative Authority – In addition to specific grants of authority set forth in particular Board policies, the Superintendent is authorized to develop and implement such lawful and reasonable rules, regulations, operating procedures, administrative directives, or like measures as needed to comply with legal requirements or attainment of the objects of Board policy.

2.07 *Recordkeeping and Retention of Board Records*

Board records will be maintained by the Superintendent in the manner and for the length of time required by law. Otherwise, records will be retained and disposed of in accordance with procedures that will include a records retention and destruction schedule to be prepared and promulgated by the Superintendent and approved by the Board.

2.08 *Association Membership*

The Board will maintain membership in the Alabama Association of School Boards.