

Responsible Office: Office of the Board of Trustees

GOVERNANCE POLICY GP- 4

OFFICERS AND DUTIES OF THE BOARD OF TRUSTEES

PURPOSE

This Board Policy defines the duties of the President, Vice President, and Clerk as well as Trustees of the Clark County School District Board of Trustees (Board). The term of office for all officers shall be for one year, from one organization meeting until the next organization meeting of the Board or until a successor is elected. No Board member may serve more than two successive terms in any one particular office.

POLICY

1. Duties of the President. The President shall have the following roles and duties:
 - a. Ensure that the Board operates consistently with Board Policies and applicable laws, by enforcing that:
 - i. Meeting discussion content shall be on those issues which, according to Board Policy, clearly belong to the Board to decide or to monitor.
 - ii. Deliberation shall be respectful, open, thorough, timely, orderly, and specific to the issue. Deliberations shall support the Balanced Governance Model Individual Board Member Characteristics.
 - b. Act within the following powers and limitations:
 - i. The President is empowered to chair Board meetings with all the commonly accepted responsibility of that position (e.g., ruling, recognizing speakers, and following parliamentary procedures).
 - 1) The President has the option of delegating the Chairing of the Board meeting to the Board Vice President and/or the Clerk in the event that they are unable to attend the Board meeting in-person and can only attend virtually.
 - ii. The President has no authority to individually make decisions about policies created by the Board, or operations dictated by

federal or state statute or contractual agreement.

- iii. The President may represent the Board to outside parties in announcing Board-approved positions and in stating Board decisions, policy interpretations, and other topics delegated to the President upon approval of the Board by majority vote.
 - iv. The President may call special meetings of the Board whenever there is sufficient business to come before the Board or upon the written request of three members of the Board.
 - v. To expedite the work of the Board, the President has the responsibility to appoint Board members to committees and outside agencies as specified by Nevada Revised Statutes (NRS), with confirmation from the Board. The exception to this is when the NRS requires Board approval for appointments.
 - vi. The President may sign all papers and documents as required by law or as authorized by action of the Board.
 - vii. In the absence of the Clerk, the President may appoint another Board member to assume the Clerk's duties.
 - viii. The President acts as coordinator for the evaluation of the Superintendent.
 - ix. The President of the Board shall serve as the Legislative Representative of the Board of Trustees.
 - x. The President may delegate the aforementioned authorities, but remains accountable for their use.
- c. Ensure the delivery of progress reports to the Board by the Superintendent, to include the following items:
- i. Student performance growth data, disaggregated by groups and tracked by student cohort, indicating student progress toward accomplishing District Vision, Strategic Plan, and Balanced Governance Model Standards.
 - ii. Information about District strategies and programs.
 - iii. Operations intended to accomplish the District Vision, Strategic Plan, and Balanced Governance Model Standards.
 - iv. Revenues, expenditures, and costs of major programs and elements of District operation.

- d. Ensure that concerns regarding school board member/superintendent communication or implementation of policy and procedures shall be addressed with the Superintendent through the Balanced Governance Model Progressive Response process.
- e. Ensure that Board members who fail to follow governance process policies, either during or outside of a Board meeting, shall be addressed using the Balanced Governance Model Progressive Response Process.
- f. Ensure Board members receive on-going training in effective governance, at least annually, as described in Board Policy, Orientation and Continuous Education of the Board of Trustees. All training sessions shall be provided by appropriate personnel trained in the Balanced Governance Model.
- g. Ensure Board members shall participate in on-going, annual self assessment, summative assessment, and external evaluation in effective governance. Board evaluation should measure Board performance on Balanced Governance Model Standards, Individual Board Member Practices, and Effective Board Meeting elements.
- h. Ensure the incoming Board President is onboarded with necessary information and pending decisions or Presidential actions in progress (e.g. Progressive Response Protocols, Board and Superintendent evaluations). The incoming Board President shall meet with the outgoing Board President to have an opportunity to ask questions.

2. Duties of the Vice President:

- a. In the absence of the President, the Vice President shall perform the duties and have the obligations of the President.
- b. In the absence of the Clerk, the Vice President shall serve in the capacity and assume the duties of the Clerk.
- c. Should the office of the President become vacant, the Vice President shall fill the vacancy until the election of a new President.
- d. The Vice President shall receive training on Robert's Rules of Order and function as the Board expert to answer questions on parliamentary procedures. The Vice President shall ensure that the whole Board receives training in parliamentary procedure as needed.

3. Duties of the Clerk:

- a. The Clerk shall review the minutes of all meetings and transactions of

the Board of Trustees prepared by the Board Director. Final approval of the minutes shall rest with the Board of Trustees.

- b. The Clerk shall have the authority to sign all necessary documents related to the functions of the Clark County School District and those required by law under NRS. The Clerk shall also have a duty to sign all such documents.
- c. In the absence of the Clerk, when necessary to do so (i.e., deadline), the duties of the Clerk may be reassigned by the President of the Board.

4. Duties of Individual Board Members:

- a. The major responsibilities of members of the Board include, but are not limited to:
 - i. Implement the dictates of the Board of Trustees' Governing Mission, as defined by Board Policy, Governing Model of the Board of Trustees.
 - ii. Develop, monitor, and serve as a steward of the District's Vision, and Strategic Plan;
 - iii. Employ and evaluate the Superintendent;
 - iv. Adopt and monitor the District's annual budget and capital improvement programs;
 - v. Be responsible for governance requirements as established through state and federal legislation;
 - vi. Monitor the educational and operational performance of the District;
 - vii. Respond to constituent and community concerns; and
 - viii. Retain responsibility for community engagement dialogue relevant to District stakeholders, including but not limited to, reporting progress on the District Vision, Strategic Plan, and Balanced Governance Model Standards, and local bond programs.
- b. Expectations of members of the Board include, but are not limited to:
 - i. Attend and participate in discussions and issues at scheduled board meetings, committee meetings, and other related

meetings;

- ii. Participate in the work of the Board, including staying informed, preparing for meetings, reviewing, and providing input on minutes and reports;
- iii. Serve as a member or liaison on various statutory, ad hoc, or standing Board committees as well as on other agency boards and committees.
- iv. If a member cannot fulfill the obligations of an appointment, the expectation is that the member will advise the Board so that alternate arrangements can be made.
- v. Participate in continuing education, conferences, and other training activities which contribute to professional development as a board member of the Board of Trustees.
- vi. Follow protocol as established in the Board Policies and other governing documents of the District, including recognition that only the Board has the authority to act and acceptance of the principle that the Board as a whole directs the Superintendent (chiefly through policy), that any statements from individual Trustees to the Superintendent shall be considered (by the Superintendent and fellow Trustees) as suggestions and ideas and not directive, and that communication that Trustees wish to send to staff is communicated from the Trustee(s) to the Superintendent or Superintendent's Liaison to the Board of Trustees who then decides if, how, and when to forward to CCSD staff.
- vii. Disclose any conflict of interest on any action item pursuant to NRS 281A.020 and NRS 281A.420.

5. Duties of the whole Board Team:

- a. Exercise informed oversight for the achievement of the District Vision, Strategic Plan, Balanced Governance Model Standards, effective programs, processes, and operations, and improved learning for all students.
- b. Develop written governing policies that address:
 - i. Educational Outcomes: Educational outcomes with specific and measurable formative data, linked to the District Vision, Strategic Plan, and Balanced Governance Model Board Standards;

- ii. Program/Process Alignment: Describe the processes, timeline, and means of reporting (a) specific and targeted educational problems and challenges of the District, (b) how program components address or fail to address those educational problems and challenges, and (c) changes to programs or program components;
 - iii. Balanced Governance Model Process: Specification of how the Board conceives, carries out, and monitors its own tasks; and
 - iv. Board/Superintendent Roles: How responsibility is delegated to the Superintendent and monitored by the Board, and written protocols of operation for monitoring and corrections of policy and processes.
- c. Approve all Board policies. Unless otherwise authorized, any waivers of provisions in Board policies must be approved by the Board.
- d. Ensure successful Superintendent performance by monitoring performance based on achievement of the District Vision, Strategic Plan, and Balanced Governance Model Standards.
- e. Engage in policy development activities limited to (a) request to the Superintendent to initiate the development of a new policy or revise a current policy, (b) acting as a whole Board to review, request revision of, provide direction for policy revision, or approve policy.
- f. The Board serves to initiate a new policy and policy revision. The Board is the sole policy approving body. The Superintendent is also authorized to recommend policy or policy revision. In accordance with its Board Balanced Governance Model, the Board shall adopt general policies that provide authorization and guidelines for the Board and Superintendent to take action. The implementation of such policies is an administrative function of the Superintendent.
 - i. The Board shall endeavor to review its policies on a bi-annual schedule to ensure policy intent is clear and results are achievable by the organization.
 - ii. All Board policies shall be approved in accordance with the public notice and input processes set forth in Nevada state law.
 - iii. Any Board member may ask for policies to be revised or developed by submitting the request to the Board President and Board Vice President. Items submitted shall be reviewed by the Board President, Vice President, and the Superintendent. Policies will be developed upon approval of the

whole Board. Generally, the Board shall request and direct the development of new policy wording and revisions to the Superintendent.

- iv. All new or revised policies remain as drafts until reviewed and approved by the whole Board.
 - v. In accordance with its governance model, the Board delegates to the Superintendent the function of creating, adopting, and implementing administrative regulations and procedures designed to interpret and carry out Board policies. The administrative regulations and procedures will specify required actions and detail the arrangements under which the District will operate. These regulations and procedures must be consistent with the policies adopted by the Board.
 - vi. Following the presentation of a formative assessment report (See Board Policy, Progress Monitoring of the Superintendent's Performance and the Board Balanced Governance Model Goals and Standards), an item may be placed on the agenda for a review of the appropriate policy at the next regular Board meeting. The review will include only the Board's policy and not the Superintendent's interpretation or supporting data and/or/ information. Each Board member will assess the policy for clarity and the ability of the organization to meet the goals and/or direction provided by the Board.
- g. The following procedure, utilized one office at a time, will be used for selecting a member to serve for each office:
- i. Nominations: Any Board member may nominate for any office (including the nomination of oneself).
 - 1) The order of nominations shall be President, Vice President, and Clerk.
 - 2) Nominations do not need to be seconded.
 - 3) A motion, a second, and a vote will close nominations for each office.
 - ii. Voting: To be elected to an office, a nominee must receive a majority of votes as required by law.
 - 1) Each candidate for the Board officer position will be given three minutes to provide a brief statement on their own behalf. They may also choose to provide a

written statement or documentation to outline their goals or individual skills and experiences that would be beneficial for the position they are seeking. Written documentation should be provided to the Board Office staff so it can be posted as reference material for the Board meeting in which the election of officers occurs.

- 2) Candidates for an office shall be voted on using blind paper or electronic ballots. Each Trustee will be given a paper ballot, or access to an electronic ballot, to mark their individual preference. Ballots will be collected and tallied by Board Office staff; individual votes will be read into the record by Board Office staff. The first individual to receive a majority of votes is elected to the office, and the voting ceases for that office.
- 3) In the event that three or more candidates seek the same office, the first individual to receive the majority vote is elected, and the voting for that office is ended. If there is not a majority vote, then the next two candidates would be voted on.
- 4) Election results for Board officer positions take effect at midnight on the next calendar day.

If an office becomes vacant for any reason, the office shall be filled by an election for that office by the Board members in the same manner as outlined in the procedure for election of officers. The new election shall take place as soon as possible at a meeting following receipt of notice of the vacancy and in accordance with the Open Meeting Law. If the office of the President becomes vacant, the Vice President shall fill the vacancy until the election of a successor. After appropriate notice, the Board may rescind the election of any officer if it so wishes. Rescinding the election of any office shall be used sparingly.

The only acceptable causes for rescinding the election of an officer are:

- i. The officer fails to perform the duties and responsibilities outlined within their role, as noted in formally adopted policies; or
- ii. The officer consistently fails to follow formally adopted Board policies and/or behaves in a manner inconsistent with the expectations delineated in Board Governance policy.

The officer must be given an opportunity to address their performance and/or behavior issues before rescinding their position.

To rescind the election of any officer, a request for consideration must be made at a regular board meeting during the portion of the agenda reserved for agenda requests. An item to consider the rescinding will be added to the following Board agenda to be voted on by the full Board, with a majority vote required for rescinding.

REVISION HISTORY

Date	Revision	Modification
05.07.26	1.0	Adopted