

## II. School Board Operations

### 2.01 *Board Composition and Organization*

2.01.1 Composition – The Trussville City Board of Education is composed of 5 members who are appointed to five year staggered terms by the Trussville City Council. Board members must be residents of the City of Trussville and may not be a member of the City Council.”

[Reference: ALA. CODE §16-11-2, 3 (1975)] [Approved: August 18, 2016]

2.01.2 Officers – The Board will elect from its members a president and vice-president at the annual meeting of the Board held in May of each year or, if necessary, at a special called meeting. 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 §16-11-5, §16-12-3 (1975)] [Approved: August 18, 2016]

### 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 Trussville, 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.

[Approved: August 18, 2016]

### 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.

[Approved: August 18, 2016]

### 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 (1975)] [Approved: August 18, 2016]

## 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)] [Approved: August 18, 2016]

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 May 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 §16-11-5, 36-25A-1, *et seq.* (1975)] [Approved: August 18, 2016]

2.05.3 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.

[Approved: August 18, 2016]

### 2.05.4 Public Participation.

A. Any item to be placed on the agenda of a regularly scheduled Trussville City Schools Board of Education meeting shall be submitted in writing to the Superintendent's office no later than 12:00 p.m. three (3) working days prior to the next scheduled meeting. The Trussville City Board of Education shall not take action on any proposal until such matter has been formally placed on the Board agenda; provided, however, the Board of Education may, in its absolute and sole discretion, waive this requirement and immediately proceed to suspend this rule and consider any proposal if a simple majority of its members elects to do so. Substantive action on such matters shall not be taken until sufficient consideration and/or investigation by the Board has been accomplished. The Board may, in its absolute and sole discretion, move to carry any matter on the agenda over or table any such matter for future consideration or the completion of an investigation. Copies of the tentative agenda for regular meetings shall be made available prior

to the scheduled meeting. Copies of the agenda for a special meeting shall be prepared.

B.

(1) Any delegations or individuals who wish to comment on a scheduled agenda item must sign in before the Board meeting begins. The Board Secretary shall place the sign-in sheet for board meetings in an area that is visible and accessible by the public. The sign-in sheet to speak on agenda items shall include a place for the name(s) of the individual(s) or entity, the physical address of the individual or entity, and any other information the Board or Superintendent may deem relevant.

(2) Any individual or representative of a delegation addressing the Board on an agenda item will be given three (3) minutes to address the Board of Education. The Superintendent may recommend to the Board President or presiding officer that the three (3) minute limit be extended. The Board President, or presiding officer, may extend this time if, in the sole discretion of the Board President or presiding officer additional time is warranted for the Board to consider a matter.

C.

1. The Board encourages citizen participation at meetings for the purpose of communicating matters important to the improvement of the school district. As with any policy making body, the Board President or presiding officer must be able to control and regulate public participation to ensure productive and orderly meetings without regarding to the topic or viewpoint expressed by citizens or other interested parties. Any specific concerns or complaints about board actions or operations may be addressed directly to the Board by written request for the matter to be placed on the agenda as described in Section (A).

2. Prior to bringing an item before the Board to be placed on the agenda, any comments involving specific concerns related to instruction, discipline, or learning materials should be addressed at levels below the Board of Education and in the following order:

A. Teacher;

B. Designated building-level employee, if applicable (athletic director, counselor, assistant principal, etc.);

C. Principal;

D. Designated Central Office Staff Member, as determined by the Superintendent;

E. Superintendent; and then

F. the Board of Education Complaints about school personnel will be investigated by the administration prior to any consideration or actions by the Board.

D.

If at any time an individual or speaker engages in comments, remarks, personal attacks, or other speech or conduct that is inconsistent with the decorum and policies of the Board of Education, the Board President or presiding officer may rule the speaker out of order. If the individual or speaker does fail to redirect or alter his or her comments and continues in the same or similar speech or conduct, then the Board President may terminate the individual or speaker's remaining time allotted.

E.

Nothing contained herein shall be deemed to waive or otherwise the Board of Education from taking any additional action as may be permitted by federal or state law.

[Approved: August 18, 2016] [Amended: March 20, 2023]

- 2.06** 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 businesses. 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.

[Reference: ALA. CODE §16-11-5 (1975)] [Approved: August 18, 2016]

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

- 2.07.1 Role, 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 and such other qualifications as may be specified by the Board. The term of the Superintendent's appointment will be established by contract and may be renewed, extended, or modified, subject to any limitations regarding the extension or renewal of the appointment as are imposed by law.

[Reference: ALA. CODE § 16-12-3 (1975)] [Approved: August 18, 2016]

- 2.07.2 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 are directed to compliance with legal requirements or attainment of the objects of Board policy.

[Approved: August 18, 2016]

2.06.3 Public Relations –The Superintendent is the official spokesperson for the school system. All media request should come through the office of the Superintendent. The Superintendent may appoint additional spokespeople as appropriate and may appoint a designee for purposes of sharing specific public information through specific media venues.

[Approved: August 18, 2016]

**2.08 *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.

[Approved: August 18, 2016]

**2.09 *Association Membership***

The Board shall maintain membership in the Alabama Association of School Boards, the Southern Region School Boards Association, and the National School Boards Association. The Board recognizes that some of the best sources of continuing insights into good boardmanship are provided through membership in these associations and it encourages individual members to participate to the extent possible in the activities offered. Authorization to include the required dues and cost of travel to and from meetings of these associations shall be included in the annual budget.

[Approved: August 18, 2016]