

## II. School Board Operations

### 2.01 *Board Composition and Organization*

2.01.1 Composition – The Dale County Board of Education is composed of five (5) members who are elected to 6-year staggered terms by qualified electors of Dale County, Alabama. Members must reside in the district from which they are elected, may not be employees of the Board, and must meet all other applicable legal requirements.

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

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 November of each year. The President shall preside at all board meetings, appoint committees, and perform such other duties as prescribed by law or by action of the school board. The Vice-President shall preside in absence of the President and shall perform such other duties of the President as required by circumstances.

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 the Superintendent's position is filled.

[Reference: ALA. CODE § 16-8-4 (1975)]

2.01.3 Committees – If the Board is divided into standing or special committees for the purpose of more efficiently conducting Board business, 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 Dale 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.

### 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 (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 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.

2.05.4 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.

2.05.5 Public Participation– In order to permit orderly scheduling of public remarks and the inclusion of such in the agenda, anyone wishing to speak before the Board, either as an individual, or as a member of a group, should inform the Superintendent in writing of the desire to do so and of the topic to be discussed as early as possible but in no event less than one (1) week prior to the meeting.

Any individual desiring to speak 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 such address exceed three minutes. Speakers may make statements about their particular concern with school operations and programs and shall observe appropriate decorum in doing so. The Board will not hear comments regarding individual students, personal complaints against particular school personnel or any person connected with the school system in public session. The Board President may terminate any comments that do not conform to the criteria specified above or for other good cause.

## **2.06 *Superintendent’s Responsibilities, Qualifications, and Appointment***

2.06.1 Role, Responsibilities, Qualifications, and Term – The Superintendent must possess the minimum qualifications for the position that are established by law. The Superintendent serves as the chief executive officer of and secretary to the Board and may exercise such prerogatives and duties as are prescribed by statute or as are otherwise lawfully assigned by the Board. The Superintendent’s term 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 are directed to compliance 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.