

II. School Board Operations

2.01 Board Composition and Organization

2.01.1 Composition – The Alexander City Board of Education is composed of five (5) members who are appointed to five-year staggered terms by the Alexander City Council. Board members must be residents of Alexander City, may not be a member of the City Council, and meet any other applicable requirements.

[Reference: ALA. CODE §§ 16-11-2, 3 (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 May of each year. 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)]

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.

[Reference: ALA. CODE §§ 16-11-5, 9 (1975)]

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 the City of Alexander City, 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 §§ (1975)]

2.04 Board Member Training

2.04.1 General – 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.

- 2.04.2 Report –Board members may provide a report to the Board about training experiences at the next available Board meeting.

[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 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)]

- 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 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.

[Reference: ALA. CODE § 16-11-5 (1975)]

- 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 five working days 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 (1) comments regarding individual students or (2) comments regarding school personnel or person(s) connected with the school system that are unrelated to the performance of their duties, not tied to official business of the board, or are merely an attack on someone's good name and character rather than their conduct or a position they have taken.

While the Board encourages public participation, the Board generally has no authority to address specific issues. Citizens are encouraged to contact the appropriate administrator to address specific concerns within the system.

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

2.06.1 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]

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.