

Policy Type: Governance Process**Governing Style****ORGANIZATION OF THE BOARD OF EDUCATION**

The annual organizational meeting of the Board will be held at the first regular meeting in July. Newly elected Board members will be seated after the Call to Order. The election of a President and Vice President for the ensuing year will be held after the Recognition of Audience. All members who have served at least one year are eligible to hold office. A Canvassing Committee consisting of Governance Committee members not serving as officers of the Board will present a listing of all Board members willing to serve in the capacity of President or Vice President. Nominations may also be made from the floor. An election of each position will occur by signed paper ballot.

Each officer shall be elected by a majority of the members of the Board present. The term of each office shall be for a period of one year. Each officer shall perform the official duties of the office and such other functions as are designated by the Board of Education. The duties of the officers of the Board of Education shall be as follows:

1. The President of the Board shall have the usual powers as defined in GP-5 and shall appoint all committees and make special area assignments in consultation with the Superintendent unless otherwise ordered by the Board.
2. The Vice-President shall perform the duties of the President in the absence of the President. He/she shall perform other functions as designated by the Board.

Any officer of the Board may be removed for cause by a vote of two-thirds of the members under such form of procedure as a majority of the Board may direct for this specific occasion. The Secretary to the Superintendent will serve as Secretary to the Board. In addition, the Board will appoint a Business Manager who shall perform those duties as defined by statute. Board compensation will be reviewed annually during budget assumption discussions.

The Board meets in regular session on the second and fourth Tuesdays of each month except in July and December when one meeting is held on the second Tuesday.

A special meeting of the Board may be called by the President or by any three Board members. A meeting may be called by consulting with the Secretary to the Board to select a meeting date, time and location. A forty-eight hour notice must be given prior to the meeting. The Secretary to the Board will provide notice of the special meeting by personal or written notice to each member. No business shall be transacted except that for which the special meeting is called and which shall be stated in the call.

An emergency meeting of the Board may be called by the President or at the request of the Superintendent when the item to be addressed is of such immediate nature that the forty-eight hour notice provision for a special meeting cannot be met. In the event that an emergency meeting must be called, an attempt will be made to contact all Board members by telephone to notify them of the meeting.

The Board shall recognize the importance of public notice of all meetings and shall furnish a copy of the agenda to representatives of the news media and to any citizen who requests this information. In January of each year the Board shall inform the County Auditor of the schedule for the regular monthly meetings of the Board and shall, prior to each meeting, post the agenda at the District Office and at the meeting site if elsewhere. Any changes in dates or locations from previously filed notices must also be filed with the County Auditor's office at the same time the members of the Board are notified (Refer to NDCC 44-04-20). All meetings are open to the public except for those instances stipulated in law when an executive session may be held. Whenever possible, notification of an executive session will be provided at the regular meeting which precedes the date of the executive session.

It is the responsibility of the President and Governance Committee, in consultation with the Superintendent, to determine the meeting agendas. Board members may add an item to the agenda by contacting the President or Superintendent in advance, which will then be forwarded to the Governance Committee for placement on an agenda. Board members may add an item to a committee agenda by contacting the committee chair. Citizens may suggest a topic for a future meeting to the Secretary to the Board or any Board member who will forward the topic to the Governance Committee to determine whether to schedule the item. Action should generally not be taken on items not on the agenda except in emergency situations.

The minutes of the proceedings of the Board at the previous meeting, together with the next agenda and related materials, shall be prepared by the Secretary and mailed, delivered or transmitted to the members at least forty-eight hours before the time of the next regular meeting. The minutes of the preceding meeting shall be approved by the Board at the next regular meeting. A copy of all motions and resolutions shall be carefully recorded. The names of those who make motions, those who second motions and those voting "yes" or "no" shall be recorded. The official minutes shall be bound and kept as the permanent record of the Board after being signed by the President and Secretary of the Board of Education. All records of the Board of Education shall be available to citizens for inspection.

The Board of Education shall transact all business at a legal meeting of the Board. The general order of business of the Board of Education meeting follows. Adjustments may be made to accommodate those attending or to provide the most appropriate order for the topics under discussion.

1. Call to Order
2. Approval of Agenda
3. Recognition Activities
4. Recognition of Audience
5. Reports (guest, staff, results/strategic initiative indicators, Fargo Education Association, superintendent, and other reports deemed necessary)
6. Consent Agenda (minutes, monthly financial reports, personnel items, and other routine business)
7. Business
8. Board Reports
9. Affirm Date of Next Meeting
10. Adjournment

The Board of Education shall welcome the advice and counsel of citizens in planning and operating the schools. Meetings of the Board of Education shall be open to the public. Citizens may also communicate in writing to the Board by addressing correspondence to the Board of Education, 415 North 4th Street, Fargo, ND 58102. Electronic mail may also be used to communicate with members of the Board. The district web site: www.fargo.k12.nd.us provides further information on using e-mail to communicate with Board members. All email received by Board members will be saved as public documents for 3 years from the date of receipt. Request for access to these documents must allow for the inspection of records to insure compliance with confidential or closed records under NDCC 44-04 and with the Family Educational Rights and Privacy Act (FERPA). The District may charge a fee for research time and copying expenses as allowed in NDCC 44-04-1.

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

The schools belong to the citizens of the district, and their involvement in major decisions affecting the district is proper and can be a valuable form of assistance to the Board. Board meetings are business meetings held in public - not public forums. Guidelines have been established so that public input is orderly and productive and so that special interest groups are not allowed to dominate the proceedings of the Board.

It is the responsibility of the Board President, in consultation with the Superintendent and the Governance Committee, to prepare the agenda for each meeting. Citizens who wish to address the Board may do so regardless of whether or not a topic is on the agenda. Citizens must provide their name, address and the topic to be addressed. At least fifteen minutes prior to each meeting, a sheet will be available at the meeting site for citizens to sign up to address the Board. At the beginning of each meeting the President will state the number of speakers listed on the sign up sheet and the time to be allotted. Only those whose names appear on the sign-up sheet at the time the meeting is called to order, or who have contacted the Board's Secretary prior to the meeting, or who is recognized by the President will be permitted to address the Board. Speakers will not be allowed to verbally attack individual Board members, employees or students or use vulgar or profane language. Speakers unwilling to conform to the rules or time constraints set by the President may be removed from the meeting. Generally speakers will be given from three to five minutes each. If speakers cannot be heard within the allotted timeframe as identified by the President, the President may consider setting a separate meeting for the purpose of hearing testimony on issues of public interest. Citizen input should not subrogate the regular business of the Board. The President, Superintendent and/or members will acknowledge the speakers and their input as appropriate. Citizens may request a written response to specific questions. Generally the Board will not act on items not included on the agenda.

Once the speakers have been heard or the time has expired, the President will proceed with the agenda. The business of the Board is conducted by the nine elected Board members and audience comments are no longer in order. The President retains the right to call on staff and audience members for information to assist the Board in its deliberations. If items are brought to the Board's attention during the audience input portion of the meeting which merit further study, follow up or a written response, Board members may request such action by the administration and/or a committee of the Board.

GP-2E

Patron complaints may most appropriately be addressed by the staff of the district rather than by the School Board. Procedures detailed within Administrative Policy 7010 - Patron Complaints can be utilized to resolve concerns. Generally the Board acts only after all other avenues of appeal have been utilized. Citizens are encouraged to communicate with Board members via letters and e-mail. Address information can be obtained from the Board's secretary. Correspondence directed to Board members at the District Office will be duplicated and mailed by the Board's secretary.

GUIDELINES TO BE READ BY THE PRESIDENT PRIOR TO RECOGNITION OF AUDIENCE

At this time the Board will hear comments from the public. We ask that each speaker who has signed up to address the Board state their name and address for the record. Speakers must refrain from using this forum to criticize or complain about a specific employee or student by name. Vulgar or profane language will not be tolerated. The Board is interested in your comments and will listen carefully but is not obligated to respond to or debate issues in this forum. Should you desire a written response to a specific question, you may request it. This evening each speaker will be allotted a maximum of _____minutes. Upon conclusion of the allotted time, a chime will sound and the speaker is asked to conclude. If necessary, a final chime will sound fifteen seconds later signifying the end of the speaker's time at the podium. I will now call our first speaker to the podium...

RULES GOVERNING THE TRANSACTION OF BUSINESS

1. A majority of the Board shall constitute a quorum.
2. The rules of parliamentary procedure comprised in Robert's Rules of Order shall govern the Board of Education in its deliberations. The rules may be suspended at any meeting by a two-thirds vote.
3. The agreement of a majority of members present shall be necessary for the transaction of business.
4. The President of the Board shall vote on motions before the Board, and rules governing voting shall be applicable to him/her.
5. It is the right and duty of every member of the Board who has an opinion on a question to express it by his/her vote. However, when a conflict of interest exists, a Board member will follow the prescription on voting as described in GP-11.
6. When a tie vote exists on a motion, the motion will be declared to have failed.
7. The individual votes of Board members shall be recorded in the minutes.
8. A roll call vote will be taken for all non-procedural votes in compliance with state law. The Secretary shall call the roll and rotate the person who votes first among the eight members. The President votes last.

PROCEDURES FOR FILLING A BOARD VACANCY

All vacancies on the Fargo School Board shall be filled in accordance with state law (NDCC §15.1-09-05). The following procedures shall be used when a vacancy occurs prior to the expiration of the term of office:

The Board will make public announcement of the vacancy and request that citizens interested in being considered for board service apply at the office of the Business Manager. An application period will be set to ensure that the vacancy can be filled within the sixty-day period established by law.

Interested citizens will complete an application and be provided with the opportunity to submit biographical information (optional) to assist in the appointing process. The applications and related information will be supplied to each Board member.

At the next regular meeting following the application deadline, or at a special meeting called for this purpose, the Business Manager will report all applicants by name. At the Board's discretion, a number of candidates may be asked to appear before the Board and make brief comments.

1. If the number of applicants is two or three, each Board member will vote for one name on a written, signed ballot. If a candidate receives a simple majority vote of the members present, the appointee shall have been determined. If (in the case of three) no candidate has a clear majority after this vote, the candidate receiving the least votes will be dropped from the slate and each Board member will vote for one of the two remaining names. Following selection by the above procedure, there shall be a motion, duly seconded and voted upon, to appoint the selected candidate to the Board.
2. If the number of applicants exceeds three, one or more votes will be used to narrow the field to three.
 - a. Each Board member shall vote for three candidates on a signed, written ballot. The Business Manager will tally the votes and announce the names of the three receiving the largest number of votes. The procedures listed under #1 above will then apply.
 - b. If a tie exists as a result of the first ballot, succeeding ballots will be taken until the three finalists have been selected. Each succeeding ballot will have Board members voting only on candidates involved in the tie on the previous ballot.
 - 1) If there are no clear winners advanced to the final phase of the process, board members will each vote for three candidates from among the four or more involved in the tie. The clear winner(s) will be advanced to the final phase as listed under #1 above.
 - 2) If one candidate has been advanced to the final phase of the process, Board members will each vote for two candidates from among those involved in the tie for the last two positions in the finals. The clear

Adopted: 11/6/00

Revised 11/27/01; 11/12/02; 1/14/03; 8/31/04; 7/31/06; 12/11/07; 2/23/08; 8/25/09; 9/8/09; 10/27/09; 6/22/10; 10/11/11; 2/12/13; 3/12/13; 4/9/13; 8/12/14; 6/9/15; 8/11/15; 1/12/16; 5/10/16; 8/9/16; 10/22/19; 11/24/20; 2/9/2021
Last monitored: 9/8/20

winner(s) will be advanced to the final phase of the selection process as listed under #1 above.

- 3) If two candidates have been advanced to the final phase of the process, Board members will each vote for one candidate from among those tied for the last position in the finals. The clear winner will be advanced to the final phase as listed under #1 above.

ANNUAL BOARD LIAISON ASSIGNMENTS

The purpose of annual school liaison assignments is to provide a structure for Fargo School Board members to gain knowledge of various school-level environments across the district. The means to meet this purpose is to encourage board members to participate in a variety of activities with school staff, students and parents. The goal of the liaison assignment is to offer an understanding of school and district operations.

Board members will be assigned two to three schools and will rotate each year based upon a progression through a list prepared by the board's secretary. The board secretary will notify the principals of their board liaison assignment after the board reorganization meeting each July.

It is the board members' responsibility to coordinate their liaison visits through the principal or his/her designee. Board members are also encouraged to attend other meetings and events as the board member's personal schedule permits. As a professional courtesy, board members should notify the building principal prior to any visit to the school site or event.

Board members do not replace the normal channels for resolving complaints nor do they serve as advocates for parents and or staff in a particular school. Board members are elected at large to serve all children in the district and should not be expected to advance individual opinions within a school to the full board. However, board members may help ensure that concerns, questions or complaints are responded to by appropriate personnel through contact with the Superintendent. They may also inform the board of issues raised at the building level which relate to board level discussions and decisions.

Monitoring Method: *Board self-assessment*
Monitoring Frequency: *Annually in First Quarter*

Fargo Public Schools Board of Education