

II. School Board Operations

2.1 *Board Composition and Organization*

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

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

2.1.2 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)]

2.1.3 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. The Board President will assign Board members to standing or special committees and appoint a chair.

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

2.2 *Duties and Authority of Board Members*

The Board has the authority and responsibility to administer and supervise the public schools that are located within Madison, 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. It shall be the responsibility of board members to comply with the board’s bylaws and code of conduct adopted in accordance with the Alabama School Board Governance Improvement Act of 2012.

[Reference: ALA. CODE §§16-1-41.1 (2012)]

2.3 *Board Member Compensation*

Notwithstanding authorization under state law for compensation to members of boards of education, it is the policy of the Board that its members shall not receive compensation. Board members, however, may be reimbursed for expenses incurred in the performance of their official duties as authorized by law.

2.4 Board Member Training

2.4.1 General – Board members will pursue ongoing training to develop and enhance their knowledge and effectiveness as Board members and to improve Board governance and operations. Training will include participation in:

- a. Orientation for newly elected or appointed school board members;
- b. Training or consulting workshop for the Board as a whole;
- c. State or national school board association event(s) addressing Board governance or operation, or other Board member development opportunities relating to leadership development, Board governance, or Board operations.

2.4.2 Source of Training and Report – The Board recommends the requirements of this policy be satisfied by participation in training provided by the Alabama Association of School Boards or other sources considered knowledgeable in school board governance and leadership and approved by the Board. Board members will provide a report to the Board about training experiences at the next available Board meeting.

2.4.3 Board Self-Evaluation – The Board will conduct an annual evaluation that includes development of a list of recommended improvements in knowledge and skills of Board members.

[Reference: ACT OF ALABAMA 2009-297]

2.5 Board Meetings

2.5.1 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)]

2.5.2 Time and Place – The times and places for regularly scheduled meetings will be established by the Board 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)]

2.5.3 Special (Called) Meetings - Special meetings shall be called by the president (or chairperson) 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.

- 2.5.4 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 shall not invalidate board actions or decisions that are otherwise consistent with the intent of the board.

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

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

- 2.6.1 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)]

- 2.6.2 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. The superintendent may appoint a designee to act on his/her behalf subject to applicable legal restrictions.

2.7 *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.

2.8 *Association Membership*

The Board will maintain membership in the Alabama Association of School Boards.