

Standing Rules

Pearland Independent School District Board of Trustees

Sections:

- 1. Board Organization**
 - 2. Board Meeting Agenda**
 - 3. Board Member Requests**
 - 4. Communications**
 - 5. Board Sponsored and Other Activities**
 - 6. Travel**
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1. BOARD ORGANIZATION

A. MEETING TIMES - BE LOCAL

1. The Board shall hold Regular meetings once or twice per month to act on district business, as determined by the Board President to be necessary and for the convenience of the Trustees.
2. Special meetings shall not regularly be conducted but may be called for a specific topic(s), as a special meeting as provided for in BE Local. These meetings shall be referred to as Workshops.

B. GOVERNING RULES - BE LOCAL

1. Parliamentary Procedure: the Board shall observe the parliamentary procedures in Robert's Rules of Order for small meetings except for the provision to call for the question unless superseded by Policy, Texas Open Meeting Act or Standing Rules.
2. The Board shall operate in accordance with Pearland ISD Board Policy and Standing Rules as adopted.
3. Evaluation of the Board: the Board shall annually complete the TASB Board Governance Audit. BBD Exhibit.
4. The Board shall not tolerate disruption of the meeting by members of the audience. If, after one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting. (BED Local & GF Legal)
5. Standing Rules shall be reviewed once per year within 60 days of the election of Board officers. Amendments shall be approved by a majority vote of the Board.

C. BOARD MEMBERSHIP, ROLES AND RESPONSIBILITIES

1. Members - BBE Legal/Local, BDAA Legal/Local & BAA Legal

- a. No Board member or officer is authorized to act individually outside the Board meeting.
 - b. No Board member can direct employees in regard to performance of their duties.
2. Board Officers - BBE Legal/Local, BDAA Legal/Local & BAA Legal
- a. PRESIDENT
 - i. Shall preside at all Board meetings.
 - ii. Appoint committees after consultation with the Board. (Board subcommittees or committees that report to the Board) BDB local
 - iii. Shall call special meetings.
 - iv. Sign all legal documents required by law.
 - b. VICE-PRESIDENT
 - i. Shall act in the capacity of the president in the absence of the president.
 - ii. Shall monitor and coordinate the work of committees.
 - c. SECRETARY
 - i. In all open sessions cause accurate record of meetings to be kept; in closed session will keep accurate records.
 - ii. In the absence of both the president and vice-president, shall call meeting to order and act as presiding officer.
 - d. PRESIDING OFFICER
 - i. In the absence of the President, Vice-President, and Secretary, the senior board member shall call the meeting to order and act as presiding officer.
 - e. ADMINISTRATIVE COMMITTEES
 - i. Members of the Board will not be members of, nor participate in, but may attend, administrative committee meetings.
3. Evaluation Of Superintendent - BJCD Legal/Local
4. Criteria And Process For Selecting Board Officers - BDAA Legal/Local
- a. Selection Process
 - i. The Board President will ask for nominations in executive session after newly elected Board Members have been seated and a vote will be taken in open session.
 - b. Criteria for selecting the Board President
 - i. The role of the president is to bring focus to Board discussion and facilitate Board decision-making. To be effective, the president cannot use the office of president to foster his/her own agenda. To do so creates disharmony and mistrust. The president must believe that reasoned, thoughtful, data-driven discussion will bring about the best decisions, even if he/she may not personally agree with the decision. In addition to being a Board member, the president must remove him/herself from the fray of discussion and work constantly to bring the Board

together as a team and seek a consensus position everyone can live with. To accomplish these objectives a president must:

- ii. Be a consensus builder
 - not take sides
 - get people to compromise
 - insist that decisions be “data driven” rather than “I think”.
- iii. Be strong
 - control meetings
 - be able to live with criticism
 - be willing to take unpopular stands
- iv. Listen (but not necessarily accept, believe, or act on everything he/she hears)
- v. Be trustworthy
 - dependable (do what he/she promises to do)
 - open (no hidden agendas)
 - honest (always ethical and truthful)
- vi. Work effectively with the Superintendent
- vii. Be secure (i.e. does not “need” to be president)

D. PREPARATION FOR BOARD MEETINGS

1. Board members shall, in advance of each meeting, familiarize themselves with the agenda items and the background materials provided by the administration for such items.
2. In the event a Board member is in need of additional information regarding an agenda item, or has questions for the administration as to an item, the Board member shall proffer such requests or questions to the Superintendent as far in advance of the meeting as practicable but no later than Monday at noon. The Superintendent shall, to the extent feasible, provide such information or answer such questions in advance of the subject meeting, and shall furnish copies of same to all Board Members, without suggesting or soliciting any form of dialogue amongst Board members, directly or indirectly, outside a properly called meeting.

E. MEMBER CONDUCT DURING BOARD MEETING: BE Local

1. Introductory Remarks: - Brief introductory remarks may be made by one Board member, selected by rotation from amongst all members, at the commencement of each regular meeting, to establish the formal nature of the meeting. It is each board member’s exclusive choice as to the content and manner in which the member chooses to make his or her introductory remarks. Such remarks may include, but not be limited to salutatory remarks, inspirational remarks, a moment of silence or a non-proselytizing prayer. Under the “Introductory Remarks” section of the agenda there shall be a statement to the effect that “Such remarks by an individual board member are entirely their own and do not necessarily reflect the views or judgment of the Board of Trustees as a whole, or the School District. No other member of the Board or employee of the School District, or any other person in attendance at the meeting is

expected or required to participate in any introductory remarks that are offered.”

2. Discussion of motions - BE Local
 - a. All discussion shall be directed solely to the business currently under deliberation.
 - b. The board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.
 - c. The Board President will recognize a Board member prior to the member giving his/her comments.
 - d. Each member should respect the different opinions of others and not be disrespectful of those that differ from their own.

F. VOTING - BE LOCAL BDAA LOCAL

1. All members, including the Board President, will vote on all action items.
2. A member will not abstain from voting except in the case of a legal conflict of interest or due to absence during discussion of the motion.
3. A member shall recuse him/herself from voting on an action item if there is a legal conflict of interest or if the member was absent during discussion of the motion.

G. ROLE OF BOARD IN CLOSED SESSION BEC Local/BBE Legal &Local

1. Board can only discuss those items specifically listed on the executive agenda and as limited by law.
2. Board must vote in public session.
3. Information during Closed session must remain confidential, as provided for by law.

H. GUIDELINES FOR PATRONS ADDRESSING THE BOARD - BE LEGAL &LOCAL/BED LOCAL/GF LEGAL

1. Specific factual information or recitation of existing policy may be furnished by the Board President or the Superintendent.
2. Speakers will limit their comments to ~~3~~ **5** minutes
3. The presiding officer shall have the discretion to direct groups of more than ~~three~~ **five** persons wishing to speak on the same subject to select one person to present their views before the Board.
4. At regular meetings, the Board shall allot a total of ~~48~~ **30** minutes to be set aside to hear persons who desire to make comments to the Board.

I. COMPLAINTS AND CONCERNS - BBE LEGAL &LOCAL, BR LEGAL, BED LOCAL, DGBA LOCAL, FNG LEGAL/LOCAL, GF LEGAL &LOCAL

1. All hearings shall be held in accordance with Pearland ISD Board Policy and Texas Open Meetings Act requirements.
2. All Board Members shall refer complainants to administrative channels as outlined in Pearland ISD Board Policy.

2.0 BOARD MEETING AGENDA - BE Legal &Local & BEC Legal

A. WHO CAN PLACE ITEMS ON AGENDA - BE Legal &Local

1. Board members must request to Board President, seven (7) days in advance, any item they wish to have considered for placement on the agenda.
2. The Superintendent alone, the Board President alone, or any two Board members can place an item on the agenda.
3. In accordance with Texas open meeting laws, no item can be placed on the agenda less than 72 hours in advance of meeting, except in an emergency as per Texas Code. BE Legal.
4. The Agenda for each regular meeting shall include an item which enables Board members to request agenda items for future meetings and reports from the Administration. (See paragraph 4, below).

B. ITEMS THAT CANNOT BE ON THE AGENDA - BEC Legal

1. All personnel issues must be conducted in a Closed Session unless specifically required by Texas Open Meeting Law.
2. Anything that violates right to privacy, i.e. Texas Open Meeting Act, Texas Open Record Act, cannot be placed on the agenda.

C. USE OF CONSENT AGENDA – BE Local

1. A consent agenda will be used for items that do not normally require Board discussion. The Board President and superintendent are encouraged to make liberal use of the consent agenda. A single Board member can remove an item from the consent agenda for Board discussion by request. The Superintendent may place the following **are examples of items for placement** on the consent agenda.
 - a. Routine items
 - b. Annual renewals of Region IV and TEA items
 - c. Budget amendments
 - d. Under \$500 tax refunds
 - e. Gifts, donations, and bequests
 - f. Minutes of regular and special board meetings
 - g. Minutes of joint meetings with City
 - h. Updates of Board Policy
 - i. Routine personnel items
 - j. Routine bid recommendations

3. BOARD MEMBER REQUESTS – BBE Local

A. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORT

1. If a community member requests information from a board member, the board member is to refer the community member to the district information officer or to the appropriate administrator.
2. Generative Discussion: - Any Board Member may request a report or information. Request for *report or* information requiring in excess of one (1) hour per month must be referred to the Board as a whole. All requests for reports and reports shall be distributed to all Board

Members. In the event that the Superintendent determines there is a sufficient number of outstanding requests so as to require prioritization and timeline for submission of reports, the Superintendent shall consult with the Board regarding same.

3. Information available to any citizen shall be available to a Board Member at no cost up to the use of one (1) hour of staff time per month, per board member. Request for report or information requiring in excess of one (1) hour per month must be referred to the Board as a whole. - GBAA legal GBA Legal
4. The Superintendent will gather the report or information, summarized with an executive summary and disseminate it in a timely manner to the entire Board unless a Board member declines to receive the report.
5. Board Members shall not solicit information from staff members other than the Superintendent. If the Superintendent becomes aware that this procedure is not being followed, he/she must report it to the Board President who shall present the information to the Board.

B. REPORTS BY STAFF TO BOARD AT REGULAR MEETINGS

1. Every written report more than three (3) pages in length shall contain an executive summary not to exceed one page, single-spaced, not less than ten (10) font, with one-inch margins.
2. All routine reports will include a page in the Board Agenda Packet even if an oral report.
3. Written reports will be contained in the Board Agenda Packet. **Normally**, handouts may be provided to members of the board only when action on the issue under discussion will not be required during the current meeting. Reports to be presented at the next board meeting will be included in the Board Agenda Packet prior to the board meeting.
4. Oral reports should be brief but sufficient in scope to cover subject material. ~~The presentation portion of any Oral report shall not exceed five (5) minutes unless an extension of time is granted by a majority vote of the board.~~
5. Presentation of a written report by Administration shall consist of 1) an overview including a risk vs benefit analysis if applicable, 2) data, and 3) recommendations.
6. The Board shall have the option to ask questions after the oral presentation/report.

C. OTHER BOARD MEMBER REQUESTS

1. All other requests made by Board members shall be addressed to the Board president.
2. Any e-mails or other correspondence addressed by a Board member to the Superintendent shall be copied to the Board president.

4. COMMUNICATION – BE Legal, BEC Legal, BBD Exhibit, and GBBA Local

A. BOARD MEMBERS

1. Superintendent will communicate **frequently** with all Board members via voice, mail and/or email and ~~weekly packets~~. On those occasions, when numerous pieces of correspondence is received from the community on a particular matter, administration shall prepare a master copy to keep at the central office for review by Board members at their convenience and Board Members will be notified.
2. Superintendent will meet with the Board President as needed to discuss issues of the district.
3. Requests to Superintendent from the Board President will be distributed to all Board members.
4. The Board will keep Superintendent informed via voice mail, email, telephone, and fax.
5. The Board will communicate with the community through public hearings, regular Board meetings, and regular publications.
6. Individual Board members when speaking outside the Board Room may state his/her opinion provided that the Board Member emphasizes that the opinion being expressed is his/hers and not the opinion of the Board.
7. Individual Board members shall communicate through the Board President as to information board members want disseminated to other board members.

B. MEDIA INQUIRIES TO THE BOARD GBBA Local & BBE Local

1. The Board President shall be the official spokesperson for the Board to the media regarding Board matters.
2. Members reserve the right to speak to the media regarding issues, provided that the Board Member emphasizes that the opinion being expressed is his/hers and not the opinion of the Board.
3. News releases of a political or controversial nature, as well as those concerning the overall operation of District schools, or that involve more than one campus shall be made only by the Superintendent or designee.

C. ANONYMOUS PHONE CALLS OR LETTERS

1. The Board of Trustees encourages input. However, anonymous calls or letters, except those containing a clear and present threat to safety of persons or property, will not receive Board attention, discussion or response.
2. Anonymous communications will not result in directives to the administration.

D. RESPONSE TO SIGNED LETTERS

1. The PISD Board of Trustees encourages input. A signed letter will be forwarded to the Superintendent and a response ~~using standard format~~ will be sent by the Board member **when appropriate**.
2. The Superintendent will respond and send a copy to the Board.

5. BOARD SPONSORED AND OTHER ACTIVITIES**A. BOARD MEMBER VISIT TO SCHOOL CAMPUSES - GKC Local**

1. When possible, Board members are encouraged to attend school events and activities, including out of town events at their discretion.
2. Board members are not to go into teacher's classrooms or individual buildings for the purposes of evaluation.
3. Except for routine activities or visits to see their children, Board members should let the principal and Superintendent know in advance of their visit.

B. BOARD MEMBER PARTICIPATION AT GRADUATION

1. Board members may offer congratulations to graduates upon their request prior to the ceremony.
2. A current Board member may personally hand out a diploma to his/her:
 - a. own child
 - b. stepchild
 - c. related child
3. A former Board member may personally hand out a diploma to his/her:
 - a. own child
 - b. stepchild
 - c. grandchild

6. TRAVEL – BBG Legal & Local

- A.** Legitimate expenses incurred by Board members while traveling on official school business shall be reimbursable consistent with Board policy and state and federal laws. Specific requirements for reimbursements include, but are not limited to the following:
1. No alcoholic beverages
 2. No spouse, children, or other family member expenses
 3. Convention sponsored hotel or the equivalent or the Board member pays the difference (single or double room is allowable)
 4. Board members may attend conferences as follows: 2 in state, 1 out-of-state conference; additional conferences may be attended by approval of the Board.
 5. Meals, hotel, travel, rental cars, and registration, and other reasonable expenses are allowable.
 6. Members desiring to join organizations in addition to TASB shall make request to the board for approval.
 7. Advances – no advances for family member expenses.