

II. School Board Operations

2.1 *Board Composition and Organization*

2.1.1 Composition – The Limestone County Board of Education is composed of 7 members who are elected to 6 year terms by qualified electors of Limestone County, Alabama. Members may not be employees of the Board.

[Reference: ALA. CODE §16-8-1, 2 (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 November 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 §16-8-4 (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.

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 Limestone 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.

2.3 *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)]

2.4 *Board Member Training*

2.4.1 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.

- 2.4.2 Report –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: Ala. Code §16-1-41 (1975)]

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 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)]

- 2.5.3 Rules of Order – Board meetings will be conducted in accordance with the most recently revised edition of *Robert's Rules of Order*. A majority of the whole Board will constitute a quorum for purposes of transacting Board business except as may otherwise be provided by law.
- 2.5.4 Public Participation – Individuals or delegations of individuals desiring to address the Board at a public meeting must submit a written notice of their request to the Superintendent of Education at least five (5) calendar days prior to the meeting date provided that the notice requirement may be waived at the discretion of the Superintendent. Each delegation of individuals must select one of its members as the spokesperson. The speaker will be provided three (3) minutes. The matter must have been discussed with appropriated staff and administration prior to the Board meeting. The Board authorizes the President or presiding officer of the Board full authority to terminate the remarks of any person when such remarks have as their objective a personal attack on any person associated with the school system. The Board reserves the right to establish such other lawful and reasonable rules, procedures, and limitation on public presentations as it may deem necessary and appropriate to the efficient execution of Board business.

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 law.

[Reference: ALA. CODE §16-9-1, *et seq.* (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.

2.6.3 Delegation of Superintendent's Responsibilities – The Superintendent is authorized to delegate his responsibilities to other Board employees subject to any limitations provided by law.

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.