The Board has adopted these Bylaws to define the manner in which the Board meets, operates and conducts its business. Bylaws are intended to provide for the Board’s own internal governance, providing the basic framework for Board operations.
Composition
The Board of Education is comprised of seven (7) members, elected or appointed in accordance with the RSC and the Michigan Election Law.

Term of Office
The term of office of each member is six years.

Oath of Office
Newly elected, reelected and appointed members of the Board will take the required oath of office before being seated.

Duties and Responsibilities of Board Members
Board members are elected to serve the interests of the School District and the entire school community. These interests may not be subordinated to any partisan principle, group or interest. Board members are expected to be and remain informed about issues that may come before the Board for decision. Regular attendance at Board meetings is necessary to fulfill the obligations of a Board member.

Role of Individual Board Members
The Board acts as a whole, and only at properly convened Board meetings. An individual Board member lacks independent authority and may not act for or on behalf of the Board unless he/she has been specifically delegated authority by the Board to act in a particular instance.

Confidentiality
In their capacity as a member of the Board, members may receive information that is not available to the general public. This includes information that is received during a closed session of the Board. In order for the proper functioning of the Board, an individual Board member will not share confidential information without the prior authorization of the Board or as may be required by law.

Vacancies
In the event of a vacancy on the Board, the Board may, pursuant to the Michigan Election Law, appoint an eligible person to fill the position. The appointed person will serve until a successor is elected at the next regular School District election and the elected person takes office.

New Members
Board service requires considerable preparation and study. New Board members are required to take MASB 101 within six months of the start of their first term and are strongly encouraged to achieve level one certification in a timely manner. New Board members are also strongly encouraged to participate in other orientation and educational activities to acquaint themselves with the duties and responsibilities of Board membership.

Election of Officers of the Board
The President, Vice President, Treasurer and Secretary of the Board will be elected at the Board’s annual organizational meeting. The vote of a majority of the Board members elected and serving will be necessary for election to these offices. The elected officers will hold office for one year, and continue in office until their successors are chosen and take office. Board officers are eligible for reelection to their office.

President
The President of the Board will preside at all meetings of the Board and conduct meetings in the manner prescribed by these Bylaws. The President will prepare the agenda for Board meetings in consultation with the Superintendent and may perform such other tasks as are reasonably necessary to facilitate Board meetings.
The President, or his/her designee, functions as the official spokesperson for the Board. The President will be the official recipient of correspondence directed to the Board and will provide copies of School District related correspondence to all other Board members and, in his/her discretion, to the Superintendent. Board members who receive School District related correspondence that was not addressed to the President will promptly provide a copy to the President.

The President will sign all papers and documents required by law or otherwise authorized by action of the Board.

The President, on behalf of the Board, is authorized to consult with the Superintendent and/or School District legal counsel prior to presentation of an issue to the full Board.

**Vice-President**

The Vice-President will have the powers and duties of the President during the temporary absence or disability of the President. The Vice-President will also have such other powers and duties as the Board may from time to time determine.

**Treasurer**

The Treasurer of the Board will sign all School District documents required by law or otherwise authorized by action of the Board and perform other duties required by law and/or assigned by the Board.

**Secretary**

The Secretary of the Board, or his/her designee, will be responsible for taking and keeping the Board minutes in conformity with applicable legal requirements and performing such other duties as the Board may from time to time determine.

**Vacancies in Officer Positions**

In the event of a vacancy in a Board office, the Board will elect a successor to serve for the balance of the term.

**Removal from Office**

The Board may remove a person from an elected Board office by a majority vote of the serving members. Removal from an office does not constitute removal from the Board.

**Compensation**

The Board, by passing a resolution, may authorize compensation for its members for attendance at any regular, special or study session of the Board, or authorized duty if the duty to related directly to the members' responsibility and is authorized in advance by the Board.

**Reimbursement of Expenses**

Board members will be reimbursed for actual and necessary expenses incurred in the discharge of their official duties, as well as for attending Board approved activities and functions. Board members are expected to exercise good judgment, and ensure that expenditures incurred are reasonable, necessary, and in the best interest of the School District. Board members will not be reimbursed for entertainment expenses or the purchase of alcoholic beverages.

**Indemnification**

The School District will indemnify the Board and individual Board members to the extent permitted by law. The School District will also purchase and keep in effect insurance policies for the defense and indemnification of the Board and individual Board members.

**Conflict of Interest**

Board members are expected to conduct themselves in a manner that does not create or give the appearance of a conflict of interest prohibited by law.
Discipline and Removal
By a majority vote, the Board may censure an individual Board member or members for violating federal or Michigan law, these Bylaws or Board policy, or otherwise acting in a manner inconsistent with the office of a Board member. By a majority vote, the Board may petition the Governor to remove an individual Board member or members from office for gross neglect of duty, corrupt conduct in office or any other misfeasance or malfeasance in office, as set forth in Section 1107 of the RSC.
Meetings of the Board of Education

**Michigan Open Meetings Act**
The Michigan Open Meetings Act (OMA), MCL 15.261 *et seq.*, governs many aspects of Board of Education meetings. These Bylaws supplement the requirements of the OMA.

**Annual Organizational Meeting**
An organizational meeting will be held annually during the month of January. The business of the meeting will include:

- the swearing in of newly elected and/or reelected Board members;
- the election of Board officers; the establishment of a schedule of regular Board meetings for the following year; and
- such other business as the Board may choose to address.

**Regular Meetings**
Regular meetings of the Board will be held in accordance with the schedule established by the Board at the organizational meeting. The agenda for each regular meeting will be developed by the President of the Board in consultation with the Superintendent.

**Special Meetings**
Special meetings of the Board may be called by the President or any three (3) Board members by providing not less than 24 hours notice to all Board members. The notice to Board members and the public shall be consistent in manner and form with the requirements of the OMA.

**Meeting Procedures**

**Quorum** - Unless otherwise required or permitted by law, a majority of the serving members will constitute a quorum.

**Voting** - Unless otherwise required or permitted by law, the affirmative vote of a majority of the serving Board members is required to exercise the Board’s authority.

**Guidelines for Public Participation at Board Meetings** - The Board will publish guidelines concerning public participation at Board meetings. The guidelines will include, but not be limited to:

- Limiting the total time to be devoted to public participation, but such limit will not apply in a circumstance where any individual would be denied an opportunity to address the Board.
- Limiting the time any individual may address the Board.
- Requiring individuals who wish to address the Board to complete a request card (to be available in the Board meeting room) and hand it to the Board Secretary either before or during the meeting.
- Requiring individuals who wish to address the Board to identify themselves, and any organization they may represent, as well as requesting that such individuals further state whether they have children who attend school in the School District and whether they live within the School District’s geographic boundaries.
- Advising the public that, generally, the Board and individual Board members will not directly respond to comments or questions that arise during the public participation portion of the meeting.
- Requiring individuals who wish to address the Board to direct their comments to the entire Board and not to individual Board members, the Superintendent, other School District employees or members of the audience.
- Prohibiting behavior that is intemperate, abusive, defamatory or discourteous or that otherwise interferes with the orderly conduct and timely completion of the Board meeting.
- Excluding from the meeting an individual who engages in conduct that constitutes a breach of the peace.

**Rules of Order** - Disagreements concerning the rules of order for a meeting will be resolved according to the latest edition of *Robert's Rules of Order*. The Board may, however, suspend the Rules for a particular meeting or vote by action of a two-thirds (2/3) vote of those members present.

**Suspension or Waiver of the Bylaws** - Bylaws may be suspended by general consent or a two-thirds (2/3) vote of the Board members present at a properly constituted meeting. The suspension will apply to a particular instance and matter only and will not otherwise be applicable to subsequent actions or events.
A. A school board member should honor the high responsibility which his/her membership demands:
   1. By thinking always in terms of students first;
   2. By understanding that the basic function of the board is policy-making and not administrative, and by accepting the responsibility of learning to discriminate intelligently between these two functions;
   3. By accepting the responsibility, along with his/her fellow board members, of seeing that the maximum of facilities and resources are provided for the proper functioning of schools;
   4. By representing at all times the entire school community;
   5. By accepting the responsibility of becoming well-informed concerning the duties of board members and the proper functions of public schools; and
   6. By recognizing the responsibility as a state official to seek the improvement of education throughout the state.

B. A board member should respect his/her relationship with other members of the board:
   1. By recognizing that authority rests only with the board in official meetings and that the individual member has no legal status to bind the board outside of such meetings;
   2. By recognizing the integrity of his/her predecessors and associates and the merit of their work;
   3. By refusing to make statements or promises as to how he/she will vote on any matter which should properly come before the board as a whole;
   4. By making decisions only after all facts bearing on a question have been presented and discussed;
   5. By respecting the opinion of others and supporting the principle of "majority rule";
   6. By refusing to participate in irregular meetings which are not official and which all members do not have the opportunity to attend.

C. A school board member should meet his/her responsibilities to the community:
   1. By attempting to appraise fairly both the present and future educational needs of the community;
   2. By regarding it as an immediate responsibility of the board to interpret the aim and the methods of the school to the community;
   3. By insisting that all school business transactions be on an open, ethical and above-board basis;
   4. By vigorously seeking adequate financial support for the district;
   5. By refusing to discuss personal matters or any other confidential business of the board in his/her home, on the street or in the office; and
   6. By winning the community’s confidence that all is being done in the best interest of the students.
1004 Amendment of Bylaws

The procedures for amending these Bylaws are identical to those for adopting or modifying Board policies.