



LULING INDEPENDENT SCHOOL DISTRICT GUIDELINES FOR BOARD MEMBER CONDUCT

In keeping with its ethical responsibility to make decisions in terms of the educational welfare of all children in the District, and recognizing that decisions must be made by the Board as a whole, the Board has determined that the following rules of conduct should be followed by each individual Board member.

These guidelines are not intended to discourage the free expression of opinion by Board members or to restrict the participation of Board members in the political process in any way. Just as the Board may not lawfully restrict the First Amendment rights of expression of District employees, the Board does not intend, by this policy, to restrict the First Amendment rights of expression of individual Board members. Rather, it is the intent of this policy to address issues of governance and to make sure that Board members understand and maintain the proper relationship between the Board, the District, the Administration, District employees, students and the public. As such, these rules apply to Board members in their official capacity and in no way are meant to prevent or restrict members of the Board from acting in their individual capacities as parents, legal guardians, or community members.

- 1. Board members shall follow Board policy and will abide by the decisions of the Board as a whole.**
- 2. Board members recognize that they are only authorized to take action in an official capacity as a member of the Board as a whole, or when delegated authority by the Board as a whole.**
- 3. Board members will not represent to anyone that they, as individuals, have authority to act on behalf of the Board, the District, or the Administration, unless expressly authorized by the Board to do so.**
- 4. Board members shall respect the role of the Administration and will not encroach on administrative duties.**
- 5. Board members shall refer to the Superintendent any and all complaints received by them from citizens, including students, parents and employees, where any action by the Administration may be required.**
- 6. Board members shall not try to solve complaints or grievances individually, except that they may counsel patrons or employees who inquire as to the correct procedure to be followed for the resolutions of complaints or grievances.**
- 7. Board members will not conduct their own individual investigations of complaints by citizens, including students, parents, and employees. In the event a Board member receives a complaint or has**

concerns regarding any employee other than the Superintendent, he shall first refer the matter to the Superintendent, and then, if dissatisfied with the response of the Superintendent, he may bring the matter to the attention of the Board, as a whole, in executive session. In the event a Board member receives a complaint or has concerns regarding the Superintendent, he shall notify the Superintendent and/or the Board President and, if dissatisfied with the response, or if he otherwise believes it to be necessary, he may bring the matter to the attention of the Board, as a whole, in executive session. Any decision to conduct an investigation, and the manner in which an investigation is to be conducted, shall rest with the Superintendent or the Board, for matters relating to employees other than the Superintendent, and with the Board, for matters relating to the Superintendent. Any recommendations for proposed personnel action shall be dealt with in accordance with Chapter 21 of the Texas Education Code, as appropriate.

8. Board members will not circumvent the Superintendent and direct personnel about any matter within the purview of the Superintendent without first informing and obtaining the approval of the Board. This does not mean the Board members are not free to communicate directly with the staff. However, Board members will apprise the Superintendent and the Board of any such communication any time they are requested to do so, and any time such communication concerns a problem or complaint regarding the administration of the District on the individual campuses.
9. Board members will not conduct individual meetings with personnel during the employee's hours of work without first notifying the Board, the Superintendent, or the building Principal (or supervisor of the facility where the employee is employed) prior to the time such meeting is scheduled.
10. Except as to routine matters, Board members shall channel all request for information through the Superintendent or the other designated central office personnel. The requested information will be disseminated to all Board members.
11. Individual Board members shall not directly communicate with vendors or bidders to the District regarding any school business without the express prior authorization of the Board as a whole.
12. Board members will not individually undertake to observe the performance of employees, including classroom teachers, for the purpose of "evaluating" their performance.
13. Board members will not reprimand staff or provide direction to staff, including the Superintendent, outside the confines of a Board meeting.

14. **Board members will not attempt to exert pressure or influence on the staff in order to coerce them into making particular recommendations or decisions.**
15. **Board members shall not knowingly place themselves in a position that may present a conflict of interest or that may bring into question the impartiality of the Board. In that regard, Board members shall be cognizant of the fact that they may be called upon to sit as final arbiters in connection with grievances filed by employees or patrons, as well as due process hearings.**
16. **Board members will not conduct individual interviews with prospective employees, except as provided by law or Board policies or as authorized by the Board.**
17. **Board members will be honest with other members of the Board concerning all actions taken by them outside the confines of a Board meeting which concern or relate to the business of the Board.**
18. **Board members will endeavor to inform themselves about the requirements of the Texas Open Meetings Act and will seek to comply with this law at all times. Questions regarding compliance, including questions regarding the postings of matters on Board Agendas, will be addressed to the Superintendent or Board President as early as possible and may require consultation with the District's legal counsel.**

Under normal circumstances, violations of the above guidelines will be dealt with first, through informal meetings between the Board President and the Board member and, if necessary, a warning to the individual Board member by the Board as a whole. For repeated violations, or for violations which the Board determines to be sufficiently egregious to warrant more severe action, the Board may censure or reprimand the offending member by Board action. It may also seek assistance from outside consultants or the appointment of a Peer Assistance Team through the TEA's Tri-Partnership Initiative. In extreme situations, where the law permits, the board may pursue legal action against the individual Board member in order to protect the District and the Board, in accordance with LISD BBC Legal.

After each Board election in which new Board member(s) are elected, these guidelines will be brought before the Board for review and for a vote of affirmation so that each Board member will be aware of the existence of these guidelines, their duty to follow them, and the potential consequences of their failure to abide by them. Any necessary revisions to these guidelines will be considered and made at this time or as necessary throughout the year.

Board President

Board Vice President

Board Secretary

Board Member

Board Member

Board Member

Board Member