

II. School Board Operations

2.1 Board Composition and Organization

- 2.1.1 Composition – The Cullman City Board of Education is composed of five members elected from the city at-large by the qualified electors of the City of Cullman. Places on the board shall be numbered one to five, inclusive. Board members must be at least 21 years of age, a resident of the city for at least 90 consecutive days immediately preceding the deadline date for qualifying as a candidate, and shall not have a record of conviction for any crime involving moral turpitude.

[Reference: ALA. CODE §45-22A-21 (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 October 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.

[Reference: ALA. CODE §16-11-5, § 16-11-9 (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 the City of Cullman, 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.

2.4 Board Member Training

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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.

[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 October 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 §16-11-5, §36-25A-1, *et seq.* (1975)]

2.5.3 Special (Called) Meetings – Special meetings shall be called by the President 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 businesses. 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

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parliamentary procedure do not invalidate Board actions or decisions that are otherwise consistent with the intent of the Board.

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

- 2.5.5 Public Participation –Delegations or individuals who wish to be formally placed on the Board agenda to bring issues to the attention of the Board must complete the appropriate School System Request form. The completed form must be submitted to the Superintendent or designee at least six (6) workdays prior to a regular Board meeting date. The matter must have been discussed with appropriate staff and administration prior to the Board meeting. The President of the Board shall not be obligated nor shall the Board be obligated to recognize any person who desires to take up any business with the Board unless the individual or delegation has met the requirements noted above. 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.

The following guidelines apply to public participation in board meetings:

- a. Each delegation should select one of its members as a spokesperson and should provide his or her name on the completed form.
- b. All individuals or delegations appearing before the Board shall present their issues and proposals as briefly and concisely as possible.
- c. Individuals or delegations appearing before the Board should not at any time speak adversely about the character or good name of any individual.
- d. To provide sufficient time for all items on each meeting agenda, persons addressing the Board shall adhere to the prescribed time allotments set by the President.
- e. The Board, at its discretion, may address questions to persons who address the Board after their presentation is completed.

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

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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.

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.

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