



## **B -- SCHOOL BOARD OPERATIONS**

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## **SCHOOL BOARD'S LEGAL STATUS**

The Constitution of Alabama places the responsibility for establishing and maintaining an efficient system of public schools on the State Legislature. At the local level, the Legislature has provided for two basic administrative units--a county board of education and a city board of education. Legally, local school boards are instruments of the State Legislature and derive their authority from the Constitution of Alabama, the statutes of The Code of Alabama and rules and regulations of the State Board of Education.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986

LEGAL REF.: The Code of Alabama, 16-8-8 to -10; Alabama Const. amend. 111; Alabama Const. art. XIV, 256; Day v. Andrews, 188 So. 2d 523 (1966); Sims v. Etowah County Bd. of Ed., 337 So. 2d 1310 (1976); Monell v. New York City Dept. of Social Services, 98 S. Ct. 2022 (1978).

## **SCHOOL BOARD'S AUTHORITY**

The Board is a legal body created by the statutes of the State of Alabama. Its members are state officials receiving their responsibilities and powers through State law.

Board members have no authority over school affairs as individuals. They have complete authority, within State law, over school affairs when they serve as a legal body.

The Board is, in practice, primarily a policy-making body. Although legally authorized to administer policy, the Board delegates this function to an officer of the Board, the Superintendent of Schools.

Delegating the administrative function makes the Board responsible for evaluating the effectiveness of the execution of Board policies. Evaluation by the Board requires continuous appraisal of the results of its educational policies as well as the effectiveness of the general administration.

The Code of Alabama, Title 16, Chapter 8, specifically grants county boards of education all powers necessary and proper for the administration and management of the free public schools within such county.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986

LEGAL REF.: The Code of Alabama, Title 16, Chapter 8.

## **POWERS AND DUTIES OF THE BOARD**

The Board shall act as the general agent of the State of Alabama in carrying out the will of the people of the school District in matters of public education.

The Board shall be responsible for carrying out mandatory laws pertaining to education and shall consider and accept or reject the provisions of the permissive laws. In all cases where the State laws do not provide or prohibit, the Board shall consider itself the agent responsible for establishing and appraising the educational activities under its jurisdiction.

In general, the Board shall be responsible for policy making, with the advice of the Superintendent of Schools, and for the evaluation of these policies.

The specific duties of the Board shall include, but not be limited to, the following:

1. To determine, on the recommendation of the Superintendent of Schools, and subject to Constitutional requirements and Alabama Law, the educational policies of the School District.
2. To require of the administrative staff the necessary reports and information which are essential for the Board to make appropriate decisions involving the education of the students and the general welfare of the community.
3. To cause to be taken, under the direction of the Superintendent of Schools, a quadrennial census of children between the ages of six (6) and nineteen (19) years.
4. To consider, upon written recommendation of the Superintendent of Schools, the appointment of all employees and their salaries.
5. To suspend or dismiss, upon the written recommendation of the Superintendent of Schools, any employee as provided by law.
6. To approve the purchase or sale of all school lands.
7. To approve all building contracts.
8. To approve all purchases over the amount specified in the Alabama Bid Law unless such purchase is approved under the school budget.

9. To approve the annual budget.
10. To publish annually in the month of October, in a newspaper published in said County, a full and complete statement of the receipts by source and disbursements by function of the School District for the twelve months' period ending September 30.
11. To publish annually in a newspaper published in said County, in the month of October, a statement of the outstanding indebtedness of the School District on last September 30.
12. To make all reports required by the State Board of Education.
13. To appoint a custodian of public school funds.
14. To hold in trust all property, real, personal, and mixed, now held or hereafter acquired by the School District.
15. To see that every school building in the School District whose title is vested in the state, county or School District is insured for its insurable value.
16. To set uniform dates for the opening of the schools of the School District.
17. To adopt the annual school calendar.
18. To expel students upon the recommendation of the Superintendent of Schools when necessary and appropriate.
19. To consolidate two or more schools upon the recommendation of the Superintendent of Schools whenever it will result in the increased efficiency and effectiveness of such schools.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986; REVISED: July 7, 1998

LEGAL REF.: The Code of Alabama, 16-8-8 to 43, 16-22-5 to 6, 41-1650 to 51.

## SCHOOL BOARD GOALS AND OBJECTIVES

We believe that the Board is responsible to the people and, therefore, should attempt to reflect the opinion of the community; however, Board members must look to the future more clearly than is required of the average citizen. The results of many of the decisions and actions of the Board will not be realized at once but will set the course of education for future years.

The Board has established broad principles upon which it formulates its policies for the operation of the schools under its jurisdiction. These principles and beliefs are as follows:

1. The main objective of the Board of Education is to provide all students the best educational opportunities within available resources.
2. Educational opportunities must be provided for all the students of the School District, regardless of race, creed, sex, age, national origin, ethnic group or handicap.
3. Educational offerings must be provided for the varying abilities and needs of the students.
4. Education must be concerned with the life needs of the students. It must contribute to their growth that includes the physical, mental, social, and vocational development.
5. Public education is obligated to contribute to the maintenance and improvement of wholesome facets of American life.
6. Our students should be trained or educated to perform the following:

- Master basic skills commensurate with abilities
- Possess the inquiring minds
- Speak their language clearly
- Read efficiently
- Write effectively
- Solve number problems
- Listen and observe skillfully
- Understand and use current technology
- Understand the basic facts of health
- Participate in wholesome sports and recreational activities
- Appreciate beauty
- Give responsible direction to their lives
- Put human relationships on a high plane

Enjoy a rich, sincere, and varied social life  
Work and play well with others  
Observe the rules of good social behavior  
Appreciate the family and contribute to its welfare  
Preserve family ideals  
Maintain democratic family relationships  
Know the satisfaction of good workmanship  
Maintain and improve economic efficiency  
Know what they should and can afford to buy and what they should not or cannot afford to buy  
Respect honest differences of opinion  
Possess a high regard for the nation's resources  
Respect our laws  
Accept civic responsibility  
Respect and remain loyal to democratic ideas

7. Well-qualified and dedicated teachers are necessary if we are to have good schools.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986; REVISED: July 7, 1998

LEGAL REF.: 20 U.S.C. 1401-1413, 10 U.S.C. 1681-1686. 42 U.S.C. 2000c-1 to -9, 42 U.S.C. 2000d-1 to -6.

## **BOARD MEMBERS: NUMBER, QUALIFICATIONS, METHOD OF ELECTION, TERM OF OFFICE, AND OFFICERS OF THE BOARD**

### Legal Authority

Members of the Board constitute the legal body for governing the educational activities of the School District. Members of the Board shall have authority only when acting as a board legally in session. The Board shall not be bound in any way by any statement or action on the part of individual members except when such statements or actions are in pursuance of specific instructions of the Board.

### Number of Members

The Board shall be composed of five (5) members as set forth by The Code of Alabama, and shall serve four- (4) year terms as specified by local Legislative Act 112.

### Qualifications for Board Members

A person is legally qualified to be elected as a member of the Board provided:

1. The person is a resident of the County.
2. The person is a qualified elector of the County.
3. The person is a resident of the district he/she represents.
4. The person is not an employee of the Board.
5. The person is of good character with at least a fair elementary education, of good standing in his/her respective community, and known for his/her honesty, business ability, public spirit, and interest in the good of public education.
6. The person has no financial or contractual interest in Board business matters.

It is desirable that members of the Board have a genuine interest in and devotion to public education, a willingness to give time and effort to the work, a capacity for understanding people, and the ability to work cooperatively with others.

### Method of Election of Board Members

In accordance with Legislative Act 112, the members of the Board shall be nominated by district and elected by the qualified electors of the County at large. One member of the Board shall be elected from each of the five (5)-established districts. Each member shall take office on the first Monday after the second Tuesday in January following his/her election.

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Terms of Office for Board Members

Members of the Board shall be elected for four- (4) year terms. Based on local Legislative Act 112, beginning with the general election of 1968 and each four (4) years thereafter, all five (5) board members shall be elected at such elections.

Officers of the Board

At the regular meeting held in January of odd numbered years, the Board shall elect one of its members to serve as President and one to serve as Vice President. Said Officers shall serve two- (2) year terms. Said election shall be by open ballot and in accordance with reasonable rules of order. By law the Board shall appoint the Superintendent of Schools as secretary.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986; REVISED: July 7, 1998

LEGAL REF.: The Code of Alabama, 16-8-1 to -2, 16-8-4, 16-8-6 to -9, 16-9-3, 36-9-1, 36-25-1 to -14, 41-16-60; Ala. Const. art. VII, 173-175; Day v. Andrews, 188 So. 2d 523 (1966); Wood v. Strickland, 95 S. Ct. 992 (1975); Baker v. Conway, 108 So. 18 (1926); Local Legislative Act, 112, 1965.

## **DUTIES OF BOARD OFFICERS**

### President

The duties of the President of the Board shall include, but not be limited to, the following:

1. To preside at all meetings of the Board.
2. To perform all duties imposed by statutes.
3. To perform such other duties as may be prescribed by law or action of the Board.
4. To appoint all committees of the Board.
5. To serve as an ex-officio member of all committees of the Board.
6. To call all special meetings of the Board.
7. To sign all official documents that require the signature of this office.

The President shall have the same right as other members to offer resolutions, to make motions or second motions, to discuss questions, and to vote.

### Vice President

The Vice President shall assume the duties of the President in the event of his/her absence. The Vice President shall perform all other duties as may be prescribed by the Board.

### Board Secretary

The specific duties of the Board Secretary shall include, but not be limited to, the following:

1. To keep full and accurate minutes of the proceedings of the Board.
2. To send out notices of Board meetings.
3. To keep Board members' policy manual current.
4. To advise the Board of policies previously adopted which affect items on the agenda requiring policy consideration.
5. To countersign all warrants for money drawn upon the Board treasury.
6. To, in the absence of the President and Vice President, call the Board meeting to order and conduct the election of a President pro tem.
7. To conduct all correspondence in the name of the Board.

## **DUTIES OF BOARD MEMBERS**

The duties and obligations of an individual Board member shall include, but not be limited to, the following:

1. To endeavor to attend all meetings.
2. To become familiar with the State School Laws, State Department of Education rules and regulations, Board policies, and School District rules and regulations.
3. To have a general knowledge of educational aims and objectives of the School District.
4. To vote and act in the Board meetings for the good of the total School District.
5. To try not to dominate the Board nor neglect his/her share of the work.
6. To accept the will of the majority vote and give wholehearted support to the resulting policy or decision.
7. To represent the Board in such a way that promotes public interest and support.
8. To refer complaints to the proper school authorities to abstain from individual counsel and action.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986

LEGAL REF.: The Code of Alabama, 16-8-8 to -10.

## **FILLING OF UNEXPIRED TERM**

In the event a vacancy occurs in the office of members of the Board, the vacancy shall be filled by appointment by a majority of the remaining members of the Board and the appointee shall serve for the unexpired term. Said appointee shall reside in and represent the same district as his/her predecessor. In the event the vacancy is not filled by the remaining members of the Board within thirty (30) days, the State Superintendent of Education shall fill such vacancy by appointment. The Superintendent of Schools shall notify the State Superintendent of Education when a vacancy in the office of a member of the Board has not been filled within thirty (30) days.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986

LEGAL REF.: The Code of Alabama, 16-8-6; Local Legislative Act 112, 1965.

FILE: BBBH

## **RESIGNATION OF BOARD MEMBERS**

Board members may submit resignations at any time during their term of office. Such resignations are subject to Board approval. In the event a Board member chooses to resign, a written statement of resignation should be submitted to the Board as far in advance of the effective date of resignation as possible. Board members shall be considered resigned when they permanently establish their residence outside the county, the district they represent or become an employee of the Board.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986

LEGAL REF.: The Code of Alabama, 36-9-1; Baker v. Conway, 108 So. 18 (1926),  
Local Legislative Act 112, 1965.

FILE: BBBI

## **REMOVAL FROM OFFICE**

Members of the Board may be removed from office in accordance with procedures set forth in The Code of Alabama. Procedures for such removal are outlined under removal of "Public Officials" in the Title and Sections cited below:

The Code of Alabama, 36-11-1 to -6; Alabama Constitution article Vii, 173-175.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986

LEGAL REF.: The Code of Alabama, 36-11-1 to -6; Ala. Const. art. VII, 173-175.

## NEW MEMBER ORIENTATION

The Board realizes the importance of a functional orientation program for new Board members. Under the guidance and direction of experienced Board members and the Superintendent of Schools, orientation will be provided new Board members through activities such as these:

1. They will be extended an official letter of welcome.
2. They will be provided with a current copy of The Code of Alabama.
3. They will be provided with a current copy of Board policies and School District rules and regulations.
4. They will be provided the opportunity to review school budgets and financial statements.
5. They will be provided with information on school enrollments, teacher qualifications, buildings, instructional program, etc.
6. The Superintendent of Schools should help to acquaint the new Board member with his/her duties and responsibilities.
7. The Superintendent of Schools should take the new Board member on a comprehensive tour of the School District.
8. The Superintendent of Schools and experienced Board members should provide time to meet jointly with the new Board member for orientation purposes.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986

LEGAL REF.: The Code of Alabama, 16-8-8.

FILE: BBBK

## **BOARD MEMBER DEVELOPMENT OPPORTUNITIES**

Members of the Board are encouraged to visit local schools, to attend (at Board expense) local, state, and national conventions and conferences pertaining to educational improvement of Board members and to attend conferences and workshops.

Professional publications and documents of the School District shall be made available to Board members for information and data pertaining to professional development.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986

LEGAL REF.: The Code of Alabama, 16-1-6.

## **BOARD MEMBER TRAINING**

### **1.1 Board Member Training**

- 1.1.1 General – Winston County Board of Education members will pursue ongoing training to develop and enhance their knowledge and effectiveness as Board members and to improve Board governance and operations. Training will include participation in:
- a. Orientation for newly elected or appointed school board members;
  - b. Training or consulting workshop for the local Board as a whole;
  - c. State or national school board association event addressing Board governance or operation, or other Board member development opportunities relating to leadership development, Board governance, or Board operations.
- 1.1.2 Source of Training and Report – The board recommends the requirements of this policy be satisfied by participation in training provided by the Alabama Association of School Boards or other sources considered knowledgeable in school board governance and leadership and approved by the Board. Board members will provide a report to the Board about the training experiences at the next available Board meeting.
- 1.1.3 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.

SOURCE: Winston County Board of Education, Double Springs, AL  
ADOPTED: February 22, 2010  
LEGAL REF: Act of Alabama 2009-297

## **COMPENSATION OF BOARD MEMBERS**

The members of the Board are entitled by law (Legislative Law 83-603 and Act 2000-123) to receive reasonable compensation for their services, not to exceed \$600.00 per month, unless a higher dollar amount is set by local act. Such compensation is to be paid members of the Board upon approval by a majority of the members of the Board at the Board's annual meeting. The Board's annual meeting is hereby defined as the regular November Board meeting. Such compensation shall be in addition to expenses provided for by Local Legislative Act 2370, 1971, and out-of-District travel expenses incurred in attending regional, state and national meetings approved by the Board.

All Board members are encouraged to accept such compensation when approved by the majority of the Board.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986; REVISED: Jan. 18, 2001

LEGAL REF.: Alabama Legislative Acts, 83-6-3 and 2000-123; Local Legislative Act 112, 1965; Local Legislative Act 2370 1971; The Code of Alabama, 16-1-26.

## **BOARD COMMITTEES**

### Standing Committees

The Board shall have no standing committees. Special committees may be created by the Board for special assignments. When so created, such committees shall be appointed by the President and shall terminate upon completing their assignments, or they may be terminated at any time by a majority vote of the Board.

### Advisory Committees

The Board may create advisory committees on a temporary basis. When so created, such committees shall be appointed by the President and shall terminate upon completing their assignments, or they may be, at any time, terminated by a majority vote of the Board.

FILE: BBD

## **BOARD AND SUPERINTENDENT RELATIONS**

The operation of a public school district is a complex undertaking. Important to success is the quality of relationship that exists between the Board and the Superintendent of Schools and his/her staff. In some cases the duties and prerogatives of each can be clearly defined; while in others, functions necessarily overlap. Often complicated questions that cannot be anticipated will arise; faith, understanding, and patience are essential to teamwork. Advance knowledge that certain codes of conduct and principles will be observed by the Superintendent of Schools and Board members promotes confidence, trust and provides for understanding and cooperation.

SOURCE: Winston County Board of Education, Double Springs, AL  
ADOPTED: June 24, 1986

FILE: BBE

## **BOARD'S ATTORNEY**

The Board shall have the right to retain and utilize legal counsel at Board's expense. The attorney for the Board shall be appointed by the Board after consulting with, and if possible, securing the concurrence of the Superintendent of Schools. Only questions involving interpretations of laws not provided by the Attorney General, or covering specific legal procedures shall be referred to the attorney for his/her recommendations. Matters specifically involving policy rather than law will be interpreted by the Board with the assistance of the Superintendent of Schools.

SOURCE: Winston County Board of Education, Double Springs, AL  
ADOPTED: June 24, 1986

FILE: BBG  
EDAG

## **CONSULTANTS**

The Board may make use of professional consultants from State departments of education, colleges, universities and other resource units when consultative services may be helpful to the School District. All consultants must be approved by the Superintendent of Schools prior to the invitation and arrangement for visitation. The services of consultants may be secured without competitive bids.

SOURCE: Winston County Board of Education, Double Springs, AL  
ADOPTED: June 24, 1986

## **BOARD MEETINGS**

It is the desire of the Board that meetings shall be formal enough for orderly procedure but informal enough to be natural and to encourage free discussion and to promote group thinking and action.

The Board desires to be cognizant of the problems, requests, complaints, and suggestions of members of the community, but it is necessary that the Board not allow such matters to interfere with diligent attention to the affairs of the School District.

All delegations approved to appear before the Board are to present their problems and proposals as briefly and concisely as possible. The Board will be guided by its previously adopted policies in arriving at a decision on matters brought up by any such delegation.

All meetings of the Board shall be open to the public, and the order of business of any regular meeting shall include opportunity for the citizen to address the Board. However, the Board does not obligate itself to consider any request or proposal unless such request or proposal is submitted in writing 24 hours before the meeting.

## **TYPES OF BOARD MEETINGS**

### Meetings Required by Law

The Board shall hold all meetings necessary for the effective operation of the School District. However, all meetings required by law shall be so embodied and shall constitute the regular meetings of the Board. Meeting dates specified by law are as follows:

1. In accordance with Legislative Act 112, the Board shall hold its annual meeting in November. Biannually at the January meeting, the Board shall reconstitute the officers of the Board by electing one (1) member to serve as President and one (1) member to serve as Vice-President. Further, the Board by law shall appoint the Superintendent of Schools to serve as Secretary to the Board.
2. The Board will hold its public meeting in May and at least five (5) other regular meetings annually (see BCBA). Such meetings may be held at such place as the duties and the business of the Board may require.
3. Special meetings as needed. Special Board meetings may be held by the Board at any time as the needs of the School District may require. Special Board meetings shall be called by the President at his/her discretion. A written request for a special meeting by a majority of the Board members shall make it mandatory for the President to call a special meeting of the Board.

SOURCE: Winston County Board of Education, Double Springs, AL  
ADOPTED: June 24, 1986; REVISED: July 7, 1998; July 6, 2000  
LEGAL REF.: The Code of Alabama, 16-8-3 to -4.

## **TIME AND PLACE OF BOARD MEETINGS**

The designation of a time and place for Board meetings shall be at the discretion of the Board. Board meetings shall be held at a time and place to accommodate interested citizens. Normally, the Board's regular meetings on the last Tuesday of each month are held at 7:00 p.m. at the Board office.

FILE: BCBB

## **NOTIFICATION OF BOARD MEETINGS**

The Board shall direct the Superintendent of Schools to notify, or cause to be notified, all members of the Board. If possible the Superintendent of Schools shall notify all Board members prior to special meetings of the Board.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986

LEGAL REF.: The Code of Alabama, 16-8-3 to -5, 13-5-1; 78 C.J.S. Schools and School Districts Sec. 123.

## **PREPARATION FOR BOARD MEETINGS**

The Board must continually be provided with data and back-up information to assist the Board in reaching sound educational decisions. The Superintendent of Schools should assume the responsibility for transmitting the necessary data and information to prepare members of the Board for meetings. Members of the Board should assume the responsibility for utilizing the information provided them and for contacting the Superintendent of Schools to request additional information needed for their decision-making responsibilities.

## **AGENDAS AND ORDER OF BUSINESS**

### Agendas

The Board shall direct the Superintendent of Schools to prepare, or cause to be prepared, an agenda for regular Board meetings. Items of business may be suggested by Board members, administrative staff, employees, school patrons, or lay citizens of the School District for inclusion on the agenda. Business items proposed by school patrons and lay citizens shall be submitted in written form and received in the office of the Superintendent of Schools at least 24 hours prior to the meeting date.

### General Order of Business

The order of business shall be as follows:

- (1) President calls Board to order
- (2) Roll Call (members present and absent are noted by Secretary)
- (3) Approve Agenda
- (4) Reading and adoption of minutes of the previous meeting and of any special meetings held in the previous month
- (5) Hearing of individuals and groups who have come before the Board
- (6) Unfinished business
- (7) New business
- (8) Report of Superintendent
- (9) Consideration of Policies
- (10) Set next meeting date
- (11) Adjournment

FILE: BCBF

## **RULES OF ORDER**

The Board shall observe reasonable rules of order. The President and Vice President may discuss, offer motions and vote on all matters before the Board. The Secretary of the Board may not serve as President pro tem but shall conduct a vote of Board members present to select a President pro tem for that meeting in the absence of both the President and Vice President.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986

LEGAL REF.: The Code of Alabama, 16-8-4; Local Legislative Act 112, 1965.

FILE: BCBFA

## **QUORUM**

Three (3) members of the Board shall constitute a quorum for the transaction of business at Board meetings. A motion shall be declared not approved unless it receives three or more votes, a majority of the entire Board.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986

LEGAL REF.: The Code of Alabama, 16-8-4.

FILE: BCBG

## **VOTING METHOD**

Matters requiring a vote of the Board shall be voted upon by open ballot.

SOURCE: Winston County Board of Education, Double Springs, AL  
ADOPTED: June 24, 1986

## **MINUTES OF THE BOARD**

The Secretary of the Board shall be responsible for recording the Board minutes at all Board meetings.

The minutes of each Board meeting shall be prepared by the Superintendent of Schools.

At each regular Board meeting; the minutes of the preceding meeting shall be considered, and if in proper form, voted upon by the Board.

A copy of all motions shall be carefully recorded. The names of those who make motions, those who second motions and those who vote "ayes" and "nays" shall also be recorded.

The official minutes shall be kept in bound volumes at the office of the Board.

All official records of the Board shall be available to citizens for inspection at the office of the Board.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986

LEGAL REF.: The Code of Alabama, 36-12-2.

## **EXECUTIVE SESSIONS**

The Board may hold executive sessions at any and all Board meetings. Executive sessions of the Board are closed meetings and may be attended only by members of the Board, the Superintendent of Schools and persons designated by the Board.

The Board shall call an executive session only when the good name or character of an individual is to be discussed. The Board shall keep minutes of executive sessions but shall ensure that such recordings are not made a part of the official minutes to become public information. All matters discussed and recorded in executive sessions shall be considered as confidential and shall not be divulged to the public. However, all official votes of the Board shall be taken in an open session and the results thereof shall be recorded in the official minutes.

The Board realizes the importance of keeping the public well informed on matters pertaining to education and shall always endeavor to conduct the educational business of the community in open sessions of the Board.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986

LEGAL REF.: The Code of Alabama, 13-5-1, 13A-14-2; Attorney General's Opinion,  
Dated October 22, 1975.

FILE: BD

## **POLICY DEVELOPMENT**

The development of policy is the responsibility of the Board. The Board should continually seek the advice and guidance of the Superintendent of Schools and his/her staff when developing policy and should refer decisions concerning legal matters to the Board's Attorney. All policies adopted by the Board must first be recommended by the Superintendent of Schools.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986

LEGAL REF.: The Code of Alabama, 16-8-10.

FILE: BDAA

## **POLICY DRAFT WRITER**

The Superintendent of Schools or designee shall be designated as the policy draft writer for the Board. He/she shall be responsible for recasting Board consensus about policy recommendations into acceptable prose for further deliberation and/or action. After policies have been adopted by the Board, the policy draft writer shall be responsible for codifying new or revised policies and updating the Board's Policy Manuals.

SOURCE: Winston County Board of Education, Double Springs, AL  
ADOPTED: June 24, 1986

FILE: BDC

## **POLICY ADOPTION**

The adoption of policy is the responsibility of the Board. For a policy to be adopted by the Board, it must receive a majority vote. A policy introduced and recommended to the Board shall not be adopted until a subsequent meeting. This practice will provide the Board members with time to study the proposed policy and give interested parties an opportunity to react.

Temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events that will take place before formal action can be taken.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: June 24, 1986

LEGAL REF.: The Code of Alabama, 16-1-30.

FILE: BDD

## **POLICY DISSEMINATION**

The Board shall direct the Superintendent of Schools or designee to establish and maintain an orderly plan for disseminating Board policies and administrative rules and regulations.

Board policies and administrative rules and regulations should be made accessible to all employees of the School District, to members of the Board, to students of the School District, and to members of the community.

SOURCE: Winston County Board of Education, Double Springs, AL  
ADOPTED: June 24, 1986

FILE: BDE

## **POLICY REVIEW**

A cooperatively developed Board Policy Manual is sound educational practice and fundamental to good Board-Staff relationships. The Board's written policies shall be reviewed regularly by the Superintendent of Schools and the Board, shall be made accessible to all interested persons, and shall be used consistently by the Board as a basis for its actions.

SOURCE: Winston County Board of Education, Double Springs, AL  
ADOPTED: June 24, 1986

FILE: BDG

## **ADMINISTRATION IN POLICY ABSENCE**

The Superintendent of Schools shall have the power to act in cases where the Board has not provided policy statements to guide administrative action. However, his/her decisions shall be subject to review of the Board. It shall be the duty of the Superintendent of Schools to inform the Board promptly of such action and of the need for policy.

SOURCE: Winston County Board of Education, Double Springs, AL  
ADOPTED: June 24, 1986

FILE: BDH

## **SUSPENSION OF POLICY**

The Board may suspend policy by a majority vote of the Board. However, policy recommended to the Board for suspension shall not be suspended until a subsequent meeting. This action will provide Board members with time to study the policy proposed for suspension and give interested parties an opportunity to react.

Temporary suspension may be granted by the Board in lieu of formal suspension.

SOURCE: Winston County Board of Education, Double Springs, AL  
ADOPTED: June 24, 1986

