

## **BOARD OF EDUCATION**

**Membership:** The Board is the governing body of District and shall consist of seven (7) members elected by the school district electors or appointed as provided by law. Each member shall be elected from and reside in District and from the election district from which elected or appointed. Members shall serve a term of four (4) years or until such time as their successors are duly appointed or elected and have qualified as prescribed by law. Any vacancy occurring other than by expiration of term shall be filled by appointment by the Board or, if such appointment is not made, by a special election called as provided by law. Eligibility to be a candidate for a position on the Board shall be determined by law. After election or appointment and prior to beginning their term, members of the Board shall take such oaths of office as are required by law.

**Conflicts of Interest:** No person shall be elected or appointed to serve on the Board if he or she is related to any other member of the Board or any employee of District in the degree prohibited by law; state law allows for an exception for a substitute teacher and the degree of relation allowed to a Board member. The Board shall not make any contract with any of its members or with any company, individual, or business concern in which any of its members shall be directly or indirectly interested, except as provided by law.

**Powers and Duties of Board:** The Board shall have all powers and duties expressly set forth in the laws of the State of Oklahoma, those powers implied by law, and those powers necessary to carry out the duties imposed on it. The Board shall be responsible for the development of policy as guidelines for the administration of District and shall be responsible for the adoption of a budget appropriate for District's goals.

**Authority of Board:** All of the powers of the Board lie in its action as a group; therefore, individual Board members exercise their authority over District affairs only as they vote to take action at a legal meeting of the Board. No individual member of the Board, including the President, shall have the power and/or the authority to act individually on behalf of the District or to bind the District unless the Board, pursuant to a vote, has delegated such authority to the individual Board member. The District's employees and the public at large shall take notice that the District can only be bound by Board action or through authority specifically delegated by the Board.

**Board Committees:** The Board functions at regular and special meetings of the Board as a committee of the whole. In addition, the Board President may appoint standing committees who shall advise the rest of the Board. Committees shall meet from time to time to consider matters in more specific detail and understanding than can normally be considered during the proceedings of a Board meeting.

**Election and Duties of Officers:**

A. Election of President, 1st and 2nd Vice President: At the first regular, special, or emergency meeting following the annual school election and certification of election of new members, the Board shall elect from its membership a president and a vice president, each of whom shall serve for a term of one (1) year or until a successor is elected and qualified.

B. Election of Board Clerk: The Board shall also elect a Board Clerk and, in its discretion, a Deputy Board Clerk, who are members of the Board. The Board Clerk and the Deputy Board Clerk, if elected, shall hold office during the pleasure of the Board. If the Board elects a Board Clerk who is not a member of the Board, the Board Clerk may also be employed as the Encumbrance Clerk and/or the Minute Clerk. No superintendent, principal, treasurer, assistant treasurer, instructor, or teacher employed by the Board may be elected to serve as Board Clerk, Deputy Board Clerk, Encumbrance Clerk, or Minute Clerk. The Deputy Board Clerk may perform any duties and exercise any of the powers of the Board Clerk.

C. Duties of the Officers: The duties of these officers of the Board are as follows:

1. President: It shall be the duty of the President to preside over all meetings of the Board, to sign all warrants ordered drawn by the Board upon the school treasury for disbursement of school funds, to make appointments to committees as is necessary, serve as spokesman for the Board, and to perform such other duties delegated by the Board or as required by law.

2. 1st and 2nd Vice President: It shall be the duty of the Vice President to perform the duties of the President in case of the absence or disability of the President.

3. Clerk: It shall be the duty of the Board Clerk to countersign all warrants drawn upon the treasury by the Board, to attest in writing all deeds, contracts, reports, and other instruments which are to be executed by the Board, and to perform such other duties as the Board may require.

**Education for Board Members**: All Board Members are encouraged to attend appropriate workshops, seminars, and conventions in order to develop professionalism and expertise. As required by law, Board members shall complete the necessary hours of instruction on education issues. If a Board member fails to complete the required hours of education within the time allowed, the Board shall declare the position vacant and fill the vacancy according to law. In addition, the failure to comply with the continuing education requirements of the law shall result in the Board member being ineligible for reelection or reappointment.

**Board Vacancies**: District's Board shall determine if and when a vacancy occurs on the Board. Such vacancy shall be filled by appointment within 60 days, and the appointee shall serve until the next regular election. If no one is appointed, a special election shall be held and the elected member shall fill the unexpired term. Each Board Member is expected to attend all Board meetings

**Code of Ethics and Conduct:** The Board will be guided by the following Code of Ethics and Conduct which shall be reviewed and acknowledged by each member each fiscal year:

As a member of my local Board of Education, I will strive to improve public education, and to that end I will:

1. Attend all regularly scheduled Board Meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board Meetings;
3. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Encourage the free expression of opinion by all Board Members, and seek systematic communications between the Board and students, staff, and all elements of the community;
5. Work with other Board Members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent.
6. Communicate to other Board Members and the Superintendent expressions of public reaction to Board policies and school programs;
7. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national School Boards Associations;
8. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.
10. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law including, but not limited to, those items discussed in Executive Session of the Board; and
11. Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

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**DISTRICT REGULATION**

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**AD-R****OATH OF OFFICE**

Each member of District's Board of Education and the treasurer and assistant treasurer shall take and subscribe the following oath: I, \_\_\_\_\_, do hereby declare under oath that I will faithfully perform the duties of \_\_\_\_\_ on the Shawnee Board of Education, District No. I-093, to the best of my ability and that I will faithfully discharge all the duties pertaining to said office and obey the Constitution and laws of the United States of America and Oklahoma.

Adopted: July 23, 2018

Revised: