

Douglas Education Service District

Code: **BBF**
Adopted: 2/21/08
Readopted: 8/21/14
Orig. Code(s): 1120

Board Member Standards of Conduct

1. Each Board member should:
 - a. Understand that a basic Board function is policy making, not administration.
 - b. Respect the rights of school patrons to be heard at official meetings.
 - c. Recognize that authority rests only with the Board in official meetings.
 - d. Recognize that there is no legal status for the Board to act outside of official meetings.
 - e. Follow the requirements of the Oregon Open Meeting Law.
 - f. Refuse to make commitments on any matter which should properly come before the Board as a whole.
 - g. Make decisions only after all available facts bearing on a question have been presented and discussed.
 - h. Respect the opinion of others and accept the principle of 'majority rule' in Board decisions.
 - i. Recognize the superintendent should have full administrative authority properly discharge his assigned professional duties within limits of established Board policy.
 - j. Act only after hearing the recommendations of the superintendent in matters of employment or dismissal of ESD personnel at an official meeting.
 - k. Recognize that the superintendent is the educational advisor to the Board and should be present at all meetings of the Board except when the superintendent's salary and contract are under consideration.
 - l. Refer all complaints or problems to the superintendent and discuss them only at a regular meeting after failure of administrative solution.
 - m. Present personal criticisms of any DESD operation directly to the superintendent rather than to DESD personnel.
 - n. Insist that all DESD business transactions be on an ethical and open basis.
 - o. Refuse to use the position on the Board in any way, whatsoever, for personal gain or for personal prestige.
 - p. Insist upon an honest response regarding all past employees when such information is requested by another school district.
 - q. Give all staff the respect and consideration due skilled personnel.
2. Children first. The Board will represent the needs and interests of the children of our district.
 - a. Practice the governance role. The Board will emphasize planning, policy making, and communication rather than becoming involved in the management of programs and operations.
 - b. Utilize CEO input. The superintendent is our chief executive officer and should make recommendations, proposals, or suggestions on most matters that come before the Board.
 - c. Follow the chain of command. The last stop, not the first, will be the Board. We agree to follow the chain of command and insist that others do so. While the Board is eager to listen to its constituents and staff, each inquiry is to be referred to the person who can properly and expeditiously address the issue. We will assist the superintendent by informing him/her of any inquiries that we have with patrons and staff.

- d. The Board speaks with one voice. The Board is entrusted by the constituents with authority to govern and lead the district. Only the Board as a whole has authority. The strength of a single voice arises from our diversity of viewpoints. The chairperson, or designee, will communicate the position(s) of the Board.
- e. The Board should define and delegate, rather than react and ratify. We agree to debate the issue, not one another. While we encourage debate and differing points of view, we will do so with care and respect to avoid negative impressions or incidents. We agree to request the chair or the superintendent to place an item on the agenda instead of bringing it up unexpectedly at a meeting.
- f. Communication between staff and the Board is encouraged. However, Board requests that will likely require considerable time or have political implications are to be directed to the superintendent. Questions, complaints or criticism received by the Board or its individual members will be directed to the superintendent.
- g. Practice efficient decision-making and avoid marathon meetings. Board meetings are for the Board to conduct its business, for decisions-making, action, and votes, with directed discussion. We agree to be as efficient and effective as possible. Should a Board member believe that he or she does not have enough information or has questions, he or she should call either the chair or superintendent prior to the meeting.
- h. Own your own issue. The Board encourages others to present their issues, problems, concerns, or proposals, and to do so through the proper channels. We agree to speak to the issues presented in the agenda. Facts and information needed from the administration will be referred to the superintendent.
- i. Clearly stated goals. The Board will set clear goals for themselves and the superintendent. The Board and superintendent will set clear goals for the district.
- j. Conduct a self-assessment/evaluation annually. The Board will address its objectives and behavior by conducting a yearly self-assessment and by addressing itself to any individual or collective concerns.
- k. Executive/closed sessions are confidential. Executive sessions will be held only for appropriate subjects. Board members will be extremely sensitive to the legal ramifications of their meetings and comments and the confidentiality of same;
- l. Use social media websites judiciously in a manner that does not violate Oregon's Public Meetings Laws;
- m. When using social media websites, Board members will treat and refer to other Board members, staff, students and the public with respect;
- n. Never post confidential information about students, staff or district business on any websites.

END OF POLICY

Legal Reference(s):

[ORS 162.015 to -162.035](#)
[ORS 162.405 to -162.425](#)
[ORS 192.630](#)

[ORS 244.040](#)
[ORS 244.120](#)

[ORS 334.095](#)
[ORS 334.100](#)

Cross Reference(s):

BBFA - Board Member Ethics and Conflicts of Interest