

**Independent School District No. 281,  
Robbinsdale School Board**

**BYLAWS**

**I. NAME**

The name of this governing body is Independent School District 281 School Board. It is operated in accordance with the laws, rules and regulations pertaining to independent school districts in Minnesota.

**II. LEGAL STATUS OF THE SCHOOL BOARD**

The basis for the establishment and operation of the School Board lies in the State of Minnesota Constitution, Minnesota Statutes, court interpretations of these laws, and the powers implied under them. The School Board shall have the general charge of the business, management and governance of the District's schools. Generally, elected members of the School Board have binding authority only when acting as a School Board legally in session, and the School Board is not bound by an action or statement on the part of an individual Board member.

**III. SCHOOL BOARD MEMBERS AND ORGANIZATION**

- A. The membership of the School Board shall consist of seven elected members and the District Superintendent as an ex-officio member.
- B. The term of office of a Board member is four years, commencing on January 1 and continuing until a successor qualifies.
- C. The organizational meeting shall be held in the first week in January, or as soon thereafter as possible, on such date and at such place as the Board shall designate.
- D. The business of the organizational meeting shall include:
  - 1. Administration of the oath of office to Board members;
  - 2. Assignment of major tasks to School Board members;
  - 3. Designation of the official newspaper; and
  - 4. Election of officers for the ensuing year.

**IV. BOARD MEMBER DUTIES AND ETHICS**

To ensure that the Board's business is conducted with maximum effectiveness, efficiency, and trust, each School Board member shall understand the roles and responsibilities of the Board and follow the Code of Ethics below:

As a School Board member, I will:

1. Remember always that my first and greatest concern must be the educational welfare of students;
2. Attend all Board meetings insofar as possible;
3. Be informed about the issues to be considered at those meetings;
4. Exercise prudent judgment in initiating, reviewing, considering, discussing, and voting on items affecting the District;
5. Initiate and maintain constructive two-way dialogue with students, staff, parents and the citizens as a means to engage all stakeholders in the work of the Board and the District;
6. Represent the Board and the District to the community in a manner that fosters public confidence and respect;
7. Maintain a working rapport with other members of the Board and the Superintendent;
8. Respect the rights of others to hold and express opinions;
9. Support the employment of those persons best qualified to serve as District staff, and insist on a regular and impartial evaluation of all staff;
10. Recuse myself when in a position of conflict of interest, and not use my Board position for personal, financial, or partisan gain;
11. Refuse to surrender my responsibilities to the greater good of the community for the favor of special interest or partisan political groups;
12. Take no private action that will compromise the Board or District administration;
13. Respect the confidentiality of information that is privileged under applicable law; and
14. Abide by majority decisions of the Board while reserving the right to seek changes in such decisions through appropriate and constructive channels.

**V. DUTIES OF OFFICERS**

The School Board shall appoint a chair, vice chair, clerk, treasurer and other officers as determined by the Board.

A. The Chair shall:

1. Preside at all meetings of the School Board and ensure the orderly conduct of the meetings;
2. Countersign orders for claims approved by the Board;
3. Sign all contracts, agreements, deeds, and conveyances approved by the Board and all reports prepared by the administration that require the signature of the chair;
4. Represent the Board in all matters for which such authority has been delegated;
5. Ensure that Board policies are properly implemented; and
6. Confer with the Superintendent as may be necessary and desirable.

In case of the absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the Board to be paid, the orders may be drawn by the chair and paid by the treasurer, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. The Vice-Chair shall, if the chair is absent or otherwise unable to fulfill his or her responsibilities, perform the duties of the chair.

C. The Clerk shall:

1. Keep a complete record of the minutes of the School Board;
2. Sign all orders and contracts approved by the Board to be disbursed by the treasurer;
3. Direct preparation of and inspect all records and required reports;
4. Enter into the record book copies of all reports and of the proceedings of any meeting; and
5. Keep an itemized account of all District expenses.

In the absence of the chair and vice chair, the clerk shall perform the duties of the chair.

D. Assistant Clerk

The School Board may designate one or more members of the Superintendent's staff who shall, under the direction of the clerk, perform the following duties:

1. Keep a proper and complete record of the Board's agenda and reference materials, copies of which shall be sent to each Board member three days prior to the regular meeting;
2. Keep a proper and complete record of Board proceedings;
3. Ensure the issuance, mailing and delivery of meeting notices;
4. Prepare the agenda and other memoranda; and
5. Perform such other duties as may be directed by the Board or the Superintendent.

E. Treasurer

The treasurer shall ensure that all funds are received, held in custody, and expended as directed by the Board and keep detailed records of all orders processed. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall ensure that such orders are received, endorsed, and processed in accordance with Minnesota law.

F. Deputy Treasurer

The Board may designate a member of the Superintendent’s staff who shall, under the direction of the treasurer, perform the following duties:

1. Deposit District funds in the official depository;
2. Sign all contracts, orders, and agreements approved by the Board and all other reports that require the signature of the treasurer; and
3. Properly maintain all records pertaining to the receipt and disbursement of District funds.

G. Superintendent

The Superintendent shall be an ex officio, nonvoting member of the Board. The Superintendent shall:

1. Prepare reports and materials for the Board;
2. Submit appropriate and timely recommendations to the Board;
3. Keep the Board informed about District needs and operations;
4. Implement Board policies and carry out Board actions; and
5. Perform other duties prescribed by the Board.

**VI. CALL AND CONDUCT OF MEETINGS**

Robert’s Rules of Order shall govern School Board meeting procedures. The School Board may temporarily suspend these Bylaws at any regular or special meeting by a majority vote of the School Board members present.

A. Call of Regular Meetings

The Board shall meet as required by law. No action authorized or required by law shall be taken by the Board except in a meeting open to the public and after appropriate notice to the public as required by law.

B. Call of Special Meetings

1. Special meetings of the Board may be called by the chair at his or her own initiative.
2. Special meetings must be called by the chair at the written request of a majority of the Board members.
3. Written notice of special meetings will be provided to each Board member at least three (3) days prior to such meetings. The notice shall include the time, place, and purpose of the meeting.
4. Board powers shall be the same at special meetings as at regular meetings.

**VII. BOARD MEETING MINUTES**

**A. Maintenance of Minutes and Records**

1. The clerk shall ensure that permanent records of School Board minutes and proceedings are kept. A copy of all motions and the names of the persons making and seconding motions shall be recorded. The vote shall be recorded if it is not unanimous.
2. Minutes of meetings shall be available for inspection at the administrative offices of the District after they have been prepared.
3. Meeting minutes shall be approved by the Board at a subsequent meeting, and signed by the chair and clerk after approval.

**B. Publication of Official Proceedings**

1. Copies of minutes shall be given to all Board members.
2. The Board shall publish its minutes in its official newspaper as soon as practicable. The proceedings to be published may be a summary of the meeting if the summary adequately informs the public of the substance of the proceedings.

**VIII. QUORUM**

No meeting shall be convened nor any business transacted by the Board unless a quorum of its members are present either in person or through other means. A quorum of the Board consists of a majority of the Board members.

**IX. FISCAL YEAR**

The fiscal year of the Board shall commence on July 1 and end on June 30 of each year.

**X. CORPORATE SEAL**

The Board shall have no corporate seal.

**XI. AMENDMENTS TO BYLAWS**

The Bylaws may be amended by an affirmative vote of two-thirds of the members present at any meeting of the Board, provided that the proposed amendment has been submitted in writing to all School Board members at least twenty (20) days prior to such meeting.