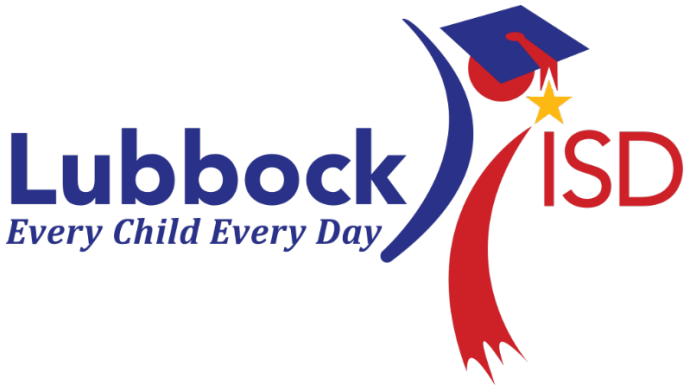



# BOARD OPERATING PROCEDURES

**Board Approved October 2025**

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# I. LUBBOCK ISD BOARD of TRUSTEES CODE OF ETHICS (BBF LOCAL)

**A. BOARD MEMBERS SHALL ADHERE TO THE TEXAS ASSOCIATION OF SCHOOL BOARDS (TASB) CODE OF ETHICS AS FOLLOWS:**

1. EQUITY IN ATTITUDE
    a. I will be fair, just, and impartial in all my decisions and actions.
    b. I will accord others the respect I wish for myself.
    c. I will encourage expressions of different opinions and listen with an open mind to others' ideas.

2. TRUSTWORTHINESS IN STEWARDSHIP
    a. I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
    b. I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
    c. I will work to ensure prudent and accountable use of District resources.
    d. I will make no personal promise or take private action that may compromise my performance or my responsibilities.

3. HONOR IN CONDUCT
    a. I will tell the truth.
    b. I will share my views while working for consensus.
    c. I will respect the majority decision as the decision of the Board.
    d. I will base my decisions on fact rather than supposition, opinion, or public favor.

4. INTEGRITY OF CHARACTER
    a. I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
    b. I will consistently uphold all applicable laws, rules, policies, and governance procedures.
    c. I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

5. COMMITMENT TO SERVICE
    a. I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
    b. I will diligently prepare for and attend Board meetings.
    c. I will avoid personal involvement in activities the Board has delegated to the Superintendent.
    d. I will seek continuing education that will enhance my ability to fulfill my duties effectively.

6. STUDENT-CENTERED FOCUS
    a. I will be continuously guided by what is best for all students of the District.

## B. CONFLICTS OF INTEREST

1. In accordance with Board Policy BBFA (LEGAL), Board members are required to sign a Conflict Disclosure Statement, as adopted by the Texas Ethics Commission, regarding any conflicts of interest within seven (7) business days after becoming aware of the facts that require the filing.
2. A Board member shall not participate in deliberations or actions of the Board on topics which create a conflict of interest for the Board member.
3. Should the Board need to discuss the topic in Closed Session, the Board member with a conflict shall remove himself or herself from the Closed Session during the portion in which the topic creating a conflict is being discussed.
4. Board members shall be mindful of the perception of conflicts of interest.
5. In the event a Board member does not have an actual conflict of interest, but could reasonably be perceived to have a conflict of interest, the Board member shall consider voluntarily abstaining from the deliberations or actions of the Board on the topic to ensure there is no appearance of impropriety and to protect the fidelity of the Board's deliberations and action.
6. A Board member who believes he or she, or another Board member, has an actual, or perceived conflict of interest, shall inform the Board President as soon as possible.

## II. DEVELOPING MEETING AGENDA (BE LOCAL), (BEC LEGAL)

### A. PLACEMENT OF ITEMS ON THE AGENDA (BE LOCAL)

1. Under normal conditions, the deadline for submitting items for inclusion on the agenda is the seventh business day before regular meetings and the third business day before special meetings.
2. In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings.
3. Any Board member may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by a Board member.
4. Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or individual Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future.
5. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.

### B. OPEN SESSION AGENDA/EXECUTIVE SESSION (BEC LEGAL)

1. All personnel issues must be conducted in an Executive Session, unless specifically required to be conducted in Open Session by the Texas Open Meetings Act.
2. Issues that violate an individual's right to privacy under the Texas Open Meetings Act, the Texas Open Records Act, or other applicable statute or regulation cannot be placed on the agenda, unless specifically required to be conducted in Open Session by the Texas Open Meetings Act.
3. Allowable reasons for executive session can be found in Board policy BEC LEGAL.

## III. CONDUCT DURING BOARD MEETINGS (BE LOCAL), (BED LOCAL)

### A. PATRONS ADDRESSING THE BOARD (BED Local)

1. Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with BED Local policy. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.
2. At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted. At all other Board meetings, public comment shall be limited to items on the agenda.
3. Individuals who wish to participate during the portion of the meeting designated for public comments shall sign up with the presiding officer or designee before the meeting begins as follows:
    a. Regular meetings: Individuals must complete the online form, located on the District website, prior to the Board meeting. The link for public comment requests will be made available once the Board meeting agenda has been posted and will close at 5 p.m. on the day prior to the Board meeting. The Board meeting agenda will be posted at least 72 hours in advance of the meeting.
    b. All other Board meetings: Prior to the start of the meeting, individuals must fill out a Citizen Comment Card, located at the entrance to the boardroom. Individuals will be called up for comments before the business portion of the agenda.
4. An individual's comments to the Board shall not exceed three minutes per meeting.
5. When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the Board president, or designee, may make adjustments to public comment procedures, including adjusting when public comments will occur during the meeting, reordering agenda items, deferring public comment on non-agenda items, continuing agenda items to a later meeting, providing expanded opportunity for public comment, or establishing an overall time limit for public comment and adjusting the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.

### B. BOARD RESPONSE TO PATRONS ADDRESSING THE BOARD

1. In accordance with the Texas Open Meetings Act, Board members may hear comments from patrons but may not engage in discussion on any topic that is not on the legally posted agenda, except as authorized by law.
2. Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

**C. DISCUSSIONS BEFORE THE BOARD (BE Local)**

1. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board.
2. The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item and that time limit has expired. Aside from these limitations, the President shall not interfere with debate, so long as members wish to address themselves to an item under consideration.
3. The Board will not permit comments on individual personnel in public sessions which would violate Board policy.

**D. PRESIDENT AND VICE PRESIDENT RESPONSIBILITIES**

1. The President shall preside at all Board meetings unless unable to attend.
2. The President shall have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
3. The President shall serve as spokesperson on behalf of the Board.
4. The Vice President shall act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.

(The Vice President becomes President only upon being elected to the position.) (BDAA Local)

**E. LIMIT ON PARTICIPATION (BED Local)**

1. Audience participation at a Board meeting is limited to the portion of the meeting designated to receive public comment in accordance with this policy. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

**F. COMPLAINTS AND CONCERNS (BED Local)**

1. The presiding officer or designee shall determine whether an individual addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the individual shall be referred to the appropriate policy to seek resolution:
    a. Employee complaints: DGBA
    b. Student or parent complaints: FNG
    c. Public complaints: GF

**G. DISRUPTIONS (BED Local)**

1. The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any individual continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the individual removed from the meeting. (BED LOCAL)

## IV. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORT (BBE LEGAL), (BBE LOCAL)

### A. INDIVIDUAL ACCESS TO INFORMATION

1. Board members are entitled to the information they require to make informed decisions on matters.
2. A Board member, acting in his or her official capacity, may request specific information, documents, and records maintained by the District in accordance with Board Policy.
3. Requests for information should be submitted to the Superintendent or through the Public Information Request process.
4. Individual Board members may not direct the Superintendent, or any other employee of the District, to create any information, documents, or records not already maintained by the District.
5. A Board member, acting in his or her official capacity, shall not have access to confidential student information.
6. Anytime the District provides a Board member with confidential information in response to a request for information, the District shall inform the Board member of the responsibility to maintain the confidentiality of the information and the District's data security controls.
7. When, in the opinion of the Board President, it is appropriate, information requested by a Board member shall be provided to the entire Board.
8. Board members requesting information in his or her personal capacity shall have no greater access to information than that provided to members of the public.

## V. BOARD MEMBER VISIT TO SCHOOL CAMPUS (BBE LOCAL)

### A. VISITS TO DISTRICT FACILITIES

1. Board members are encouraged to attend any school's events as often as possible as their time permits. However, Board members should use good judgment with regard to actions, discussions and frequency of visits.
2. Board members may visit campus in their role of parent. However, if there is any doubt of the Board member's role, the Board member should notify the Superintendent prior to the visit.
3. Board members will coordinate with the Superintendent, or the Superintendent's office, any visit to a campus in the role of a Board member, unless invited by the school.
4. Board members are not to go unannounced into teacher's classrooms. Classroom visits will be made by invitation only.
5. Campus visits may not be made in conjunction with campaigning for reelection.
6. Board members are not to assume a supervisory role for staff or students during campus visits.

## VI. INQUIRIES, COMPLAINTS TO THE BOARD (BBE LOCAL)

### A. INDIVIDUAL AUTHORITY FOR COMMITTING THE BOARD

1. Board members as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BDAA]

### B. REFERRING COMPLAINTS

1. If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy. [See (LOCAL) policies at DGBA, FNG, and GF]
2. When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.

### C. THE BOARD'S ROLE

1. Board members shall not conduct investigations of allegations on their own. Board members shall inform the Superintendent, or their designee, of complaints first, and then, if dissatisfied with the response of the Superintendent, may bring the matter to the attention of the Board during closed session, if appropriate for closed session. Such discussion in closed session must be properly posted.

### D. THE SUPERINTENDENT'S ROLE

1. The Superintendent shall thoroughly investigate allegations of fraud, misconduct, theft, abusive behavior, incompetence, sexual harassment, cheating and other related activities that could be a threat to children or the reputation of the District. The Superintendent shall inform the Board at the appropriate time of the investigation.

## VII. COMMUNICATIONS (GBBA LOCAL)

### A. GENERAL COMMUNICATIONS

1. Board Meetings: Every effort will be made to cooperate with the news media to ensure complete and accurate coverage of all Board meetings.
2. Except for the Board President, individual Board members do not have the authority to speak on behalf of the Board or the District without prior approval of the Board.

### B. QUESTIONS FROM THE PUBLIC

1. Individual Board members may provide factual information in response to questions from members of the public but shall not attempt to predict the Board's position or what Board action will be taken on a particular issue.
2. Board members shall not attempt to answer questions for which they do not know the answer and instead shall direct the inquiry to Board President, or designee, or the appropriate District staff.

### C. SOCIAL MEDIA

1. Board members shall use discretion when utilizing social media sites, blogs, and similar online tools.
2. Board members shall distinguish between their personal social media accounts, those used for campaigning, and those used for official District business.
3. Social media accounts in which the Board member holds himself or herself out as a District official is considered a District communication vehicle.

### D. MEDIA REQUESTS

1. All media requests shall be directed to the District Communications department.
2. The Board President, or designee, shall serve as the spokesperson for the Board and shall communicate the position of the Board in accordance with the will and actions of the Board.

### E. NEWS RELEASES

1. News releases concerning school related athletic events, programs, and activities at an individual campus shall be made by an appropriate administrator.
2. The broadcast or telecast of school events in compliance with UIL rules, and that does not identify the schools with the promotion of any commercial or political enterprise, shall be permitted with prior approval of the principal.
3. Media activities shall not cause more than a minimal interruption to students and staff in the instructional program.

## F. COMMUNICATIONS DURING A CRISIS

1. In any crisis affecting the District or an individual campus, the executive director of communications and community relations shall be the official District spokesperson and shall be responsible for all communication with the news media.

## G. COMMUNICATION AS A PARENT

1. Board members have the same rights as others to communicate with District employees regarding issues involving their own children.
2. Board members who are parents of students in the District shall clearly indicate to District staff when they are speaking as a parent and not acting in their official capacity as a Board member.
3. Board members shall not request, expect, or require, extra consideration, or preferential treatment for their students as a result of their position as a Board member.

## H. COMMUNICATION BETWEEN BOARD MEMBERS

1. Board members are free to communicate with each other on a one-to-one basis but must avoid a walking quorum.
2. To avoid public speculation that the Open Meetings Act has been violated, Board members must exercise extreme caution at social functions and not discuss any public business.
3. In order to avoid walking quorums, Board members who receive messages shall not forward the messages to other Board members.
4. If a Board member wishes to provide information to the entire Board, the information should first be submitted to the Superintendent, who will provide the information to all Board members.

## I. BOARD INITIATED COMMUNICATION WITH LUBBOCK ISD STAFF

1. Board members have the right to communicate with District employees in personal conversation and social settings as long as such communication does not circumvent the role and authority of the Superintendent or pertain to school business purposes.
2. Circumvention occurs when the Board member's intent is to persuade employees, direct employees, elicit a position from employees, or obtain information from employees without the Board's knowledge or Superintendent's knowledge and/or consent.
3. Communication with staff for professional and school business purposes shall be initiated through the Superintendent's office/his or her designee before speaking with Lubbock ISD employees.
4. If there are any concerns it shall be brought to the attention of the Superintendent and the Board president.

## VIII. ELECTING OFFICERS AND COMMITTEES OF THE BOARD

### A. ELECTING OFFICERS

1. Elections of officer roles will occur following the May elections and the canvassing of the votes.
2. Officer vacancies will be filled by a majority action of the Board at the next meeting, or as soon as reasonably appropriate.

### B. BOARD COMMITTEE SELECTION

1. The President shall call for the creation of a Board Committee on an as-needed basis, with Board approval.
2. Board Committee member assignments shall be made by the President.
3. Board Committee meetings can be called by the Chair following consultation with the President and Superintendent.
4. Board Committees may be dissolved by Board action upon the recommendation from the committee members, and with the approval of the President, following consultation with the Superintendent.

## IX. BOARD COMMUNICATION WITH LEGAL COUNSEL (BDD LOCAL)

### A. BOARD INTERNAL ORGANIZATION: ATTORNEY

1. The Board shall select an attorney or attorneys, as necessary, to serve as the District's legal counsel and representative in matters requiring legal services. Services to be performed and reasonable fees and expenses to be paid by the District shall be set forth in writing between the Board and the attorney or attorneys.
2. Individual Board members shall channel legal inquiries through the Superintendent, Board President, or Board's designee, as appropriate, when seeking advice or information from the District's legal counsel.
3. A staff request for legal advice from the District's legal counsel must be submitted through the Superintendent.
4. Advice from legal counsel shall be reported to the Board upon request of the Board or when deemed necessary by the Superintendent, Board President, or Board's designee.

## X. SUPERINTENDENT EVALUATION (BJCD LEGAL), (BJCD LOCAL)

### A. WRITTEN EVALUATION

1. The Board shall prepare a written evaluation of the Superintendent at annual intervals.
2. The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in a closed meeting, unless the Superintendent requests that the discussion be open.

### B. INFORMAL EVALUATION

1. The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.
2. If a Board member has a concern with the Superintendent's performance between evaluations, the Board member shall inform the Board President.
3. If two (2) or more Board members are unsatisfied with the resolution of the Superintendent's evaluation, the Board members may request that an item be added to the agenda as a "personnel matter" of a Board meeting as a closed session item, in accordance with these Operating Procedures.

### C. APPRAISAL PROCESS

1. The Board shall appraise a superintendent annually using either:
    a. The commissioner of education's recommended appraisal process and criteria; or
    b. An appraisal process and performance criteria that are developed by the District in consultation with the District- and campus-level committees and adopted by the Board. Education Code 21.354(c)

### D. ANNUAL PERFORMANCE REPORT

1. The information in the annual report describing the educational performance of a district [see AIB] shall be a primary consideration of the Board in evaluating the superintendent. Education Code 39.307(3)(C)

### E. OBJECTIVES

1. The Board shall strive to accomplish the following objectives in conducting the Superintendent's evaluation:
    a. Clarify to the Superintendent his or her role, as seen by the Board.
    b. Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives.
    c. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
    d. Develop and sustain a harmonious working relationship between the Board and the Superintendent.

e. Ensure administrative leadership for excellence in the District.

**F. TIME OF EVALUATION**

1. Under normal conditions, as stated in the terms of the Superintendent's contract, the Board and Superintendent shall meet in closed meeting and discuss the performance of the Superintendent annually.

## XI. BOARD SELF EVALUATION

### A. ANNUAL SELF-EVALUATION

1. The Board shall conduct an annual self-evaluation of Board and Board member performance. The evaluation shall consider such items as role recognition, relationship with others, performance at Board meetings, and self-improvement activities.

## XII. CONCERNS WITH BOARD OPERATING PROCEDURES AND COMPLIANCE

### A. REQUIREMENT TO REPORT CERTAIN INVESTIGATIONS

1. Any Board member who becomes aware that he or she is the subject of a criminal investigation related to allegations of sexual conduct with, or assault of, a minor shall immediately provide written notice of the investigation to the Board President, or the Board Vice President if the Board member who is the subject of an investigation is the Board President.
2. Upon receipt of written notification, the Board President, or Vice President, shall forward the written notification to counsel for the District seeking advice or recommendation on how to handle the matter with the entire Board and whether to add an agenda item for discussion on the notification in closed session at a Board meeting within 5 business days of receipt of the notification.

### B. COMPLIANCE WITH BOARD OPERATING PROCEDURES

1. Board members shall comply with the Operating Procedures at all times while serving as a member of the Board.

### C. CONCERNS WITH ANOTHER BOARD MEMBER

1. Should a Board member have a serious, specific concern regarding another Board members compliance with these Operating Procedures, the Board member shall attempt to resolve the concern according to the following procedure:
    a. The concerned Board member shall have a private conversation with the other Board member in an effort to resolve the issue.
    b. If the concern cannot be resolved, the concerned Board member shall meet privately with the Board President, or Vice President if the concern relates to the Board President, to express the concern. The Board President, or Vice President, and the concerned Board member shall meet with the other Board member to attempt to resolve the issue.
    c. If the concern still remains unresolved, the concerned Board member shall request that the Board President add an item to the agenda for the next regularly scheduled Board meeting for the Board to discuss the concern in a closed session in accordance with the Texas Open Meetings Act and these Operating Procedures.
    d. No action of the Board may be taken regarding the concern at the meeting at which this discussion occurs.

### D. CENSURE OF A BOARD MEMBER

1. If, after the discussion of a concern or a report under Section C, at least four (4) Board members request that the censure of the Board member be added to the agenda for a Board meeting, the Board President, or the Vice President if the censure is regarding the Board President, shall cause a resolution of censure to be created outlining the concerned

behavior, the desired behavior, and a statement of agreement that the behavior is inappropriate.

2. A resolution of censure may also include one or more of the following punitive actions:
    a. Removal of the Board member from one or more Board committees.
    b. Prohibiting the Board member from entering District facilities, except to the extent necessary for the Board member to participate in Board meetings or exercise his or her rights as a parent if applicable.
    c. Prohibiting the Board member from participating in District events, except to the extent necessary for the Board member to participate in Board meetings or exercise his or her rights as a parent if applicable.
    d. Requesting that the Board member resign.
    e. Other actions deemed appropriate by the Board, provided that no action included may infringe on the constitutional rights of the Board member or the Board member's parental rights, if applicable.
    f. No Board member may be removed from office except for incompetence, official misconduct, intoxication, or conviction of a felony.
    g. Nothing in these Operating Procedures shall be construed to limit a Board member's constitutional rights.