

## Westmont CUSD 201 Board Agreements May 3, 2012

### Board meeting protocol

- Role of board president
  - The board president will facilitate and preside over the meeting.
  - The president is the only board member who “controls” the meeting.
  - Board members will respect the president’s role and comply with her authority.
- Board member interaction
  - Board members will not interrupt each other.
  - Board members will indicate to the president a desire to speak using a hand gesture or eye contact.
  - Board members will not judge each other’s opinions.
  - Board members will not speak for someone else, but instead may choose to speak in “I” statements:
    - “I believe...”
    - “I hear you saying...”
    - “I think I hear you saying...”
  - Board members will not correct each other publically.
    - A board member may express his/her concern to another board member via a phone call or private meeting.
  - Board members will be patient with each other.
  - Board members will refrain from private conversations while someone else is speaking.
  - Board members will be aware of their body language.
- Board member participation
  - Board members will be concise and succinct when stating their opinion.
    - Board members will refrain from “bird-walking” (straying from the topic)
  - Board members will be aware of the amount of time they are talking.
  - Board members will refrain from rehashing the conversation or re-stating their opinion.
- Board members will exercise good judgment when using their cell phones.
- Questions will be directed to the superintendent and not to another staff or community member in the audience.

### Board member request for information

- When an individual board member requests information, it will be provided to all board members. An individual board member will, insofar as possible, work to let the superintendent and staff know ahead of time when a request for information will be made in public so the staff can be prepared to provide a thorough answer.
- Individual board members will self-monitor to ensure one person’s request for information does not divert an inappropriate amount of time from staff efforts to achieve district goals.
- If one board member’s request is estimated to take more than 30 minutes of staff time to prepare the information, the request will go to the full board for consensus.