

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD  
PUBLIC BOARD MEETING  
February 29, 2024**

**FOR ACTION**

**RESOLUTION NUMBER            4581**

**SUBJECT:                            ADOPT CODE OF GOVERNANCE BEST  
PRACTICES**

**BE IT RESOLVED**, THAT The Board of Education Adopt the Code of Governance Best practices as shown below:

BEFORE a meeting:

- Be prepared by reading packets prior to board meetings (and holding administration responsible for delivering draft agendas and packet information in accordance to bylaws)
- Arrive and begin on time for meetings
- Board members shall notify the board officers and the Superintendent of in-person or virtual attendance, absence, or late arrival in advance of the meeting
- Board members should disclose any potential conflicts of interest that may arise in matters under consideration by the board
- Board members shall provide advance notice of new resolutions within at least three business days of the Board meeting
- Board members should submit questions in advance of meetings to allow administration time to research and provide comprehensive responses
- Inquiries or data requests directed towards the administration shall go through the Executive Committee
- Respond to requests for availability or information from board members and/or administration within 72 hours
- Maintain confidentiality of information shared in advance of meeting
- Board members with inquiries related to committee work should direct them to the relevant committee chair
- Committee chairs shall collaborate with administrative liaisons to ensure committee work focuses on topics aligned with the district's strategic objectives, including district goals and long-term priorities
- All materials intended for presentation at board meetings, including those prepared by administration and board members, should undergo a review process to ensure accuracy and compliance with legal and ethical guidelines

DURING a meeting:

- Always engage in respectful communication, both in public and in private settings
- Before speaking, consider previous contributions to the discussion and offer further insights, new information, or additional perspective
- Listen with an open mind to the opinions of others and work to find consensus
- Board members should not vote on any matter in which they have a personal conflict
- Respect the majority decision of the board
- Adhere to Robert's Rules of Order during meetings
- Maintain the focus on student achievement and student growth
- Protect confidentiality of discussions during the preceding executive session

AFTER a meeting:

- Uphold all decisions of the board
- Systematically follow through on topics and discussions from board meetings
- Understand and respect the separate roles and responsibilities of the board and the administration. Confine activities within the boundaries of the respective roles and ensure that both the administration and the board can fulfill their respective roles
- Continually develop trust among board members and with the administration
- Board members should participate in ongoing governance, ethics, and legal training to effectively fulfill their roles

If any board member feels that another board member has violated any provision of this agreement, that board member shall personally talk with the offending board member in an attempt to resolve the issue. If the attempt fails, the board member who feels that another board member has violated this agreement shall bring the matter to the attention of the entire board. Any concerns that arise should be dealt with at the earliest practical opportunity.

We the undersigned members of the board of education and superintendent agree to abide by these objectives as a commitment to valuing education, showing good character and strong leadership to our students, staff, and community.

### **BACKGROUND**

The Code of Governance Best Practices reflects the conduct with which this Board will undertake at all public and closed board meetings and agree to abide by as a commitment to valuing education, showing good character, mutual respect, and strong leadership to our students, staff, and community.