

ARTICLES IX

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Organization

The corporate name of this school district shall be "Wisner-Pilger Public Schools" in the Counties of Cuming, Stanton, and Wayne in the State of Nebraska. The school district shall also be recognized as School District #30 in Cuming, Stanton, and Wayne Counties.

Number of Members and Terms of Offices

The Board of Education shall consist of six (6) members elected at large by the qualified voters of the school district in a manner prescribed by law under the provisions of the statutes of the State of Nebraska pertaining to a Class III school district.

The term of office of all such members shall commence on the first Thursday after the first Tuesday in January following each statewide general election.

Officers

A secretary, who may be a board member, the superintendent of schools, or an employee of the board of education, shall be designated by the board. The treasurer and/or secretary of the school district shall be an elected board member or another person appointed by the board, as provided by law.

Committees

The president of the board may appoint standing committees and special committees to perform some particular duty or responsibility. A special committee will cease to function when its duty has been performed.

President

The president shall preside at all meetings, shall decide questions of order in accordance with Roberts' Rules of Order, shall appoint committees, perform all other duties prescribed by law or by the board, shall have the right to offer motions or resolutions and to discuss and vote thereon.

Vice-President

The vice-president shall perform the duties of the president in case of absence of the president. In the case of absence of both the president and vice-president, the remaining members shall select a president pro tem to preside at the meeting.

Secretary/Treasurer

The secretary and/or treasurer shall perform all duties required by law and such other duties as the board and superintendent may request.

These duties include the following:

1. Cause to be kept a record of board proceedings and provide a copy to each board member, publication notice of regular meetings, and publication of minutes of regular and special meetings.
2. Draw and sign all orders on the district treasury that have been approved by the board.
3. Draw and sign all warrants on the County Treasurer for funds belonging to the school district.
4. Sign the annual budget and present to the County Clerk after the necessary hearing and approval by the board.
5. Furnish those statistical reports to the County Superintendent, the State Department of Education, and other agencies that are required by law.
6. Keep a complete record of all receipts and their sources.
7. Keep a complete record of all warrants issued.
8. Submit to the auditor at the end of the fiscal year all books, records, orders, and canceled warrants as may be necessary for an audit of the district accounts.

Methods of Operation

The board of education shall transact business only when it is in open session, has a quorum present, and minutes are kept.

Control of Funds

All funds received by the district shall be under the control of the board. Accounting procedures specified by the State shall be used for uniform maintenance of records of receipts and disbursements.

Bonds

The treasurer shall give a bond or equivalent insurance coverage payable to the School District in such amount as required by law and determined appropriate by the Board of Education. The Board of Education may require that other school officials whose duties require the handling of funds be bonded or obtain insurance coverage including, but not limited to, the bookkeeper, activities director, Superintendent and cafeteria supervisor. The cost of such bonds or equivalent insurance coverage shall be paid by the School District.

Legal Reference: Neb. Rev. Stat. § § 79-586 and 79-589

Date of Adoption: June 5, 2006

Board/School District Records

Exceptions and Locations

The Board of Education and the Superintendent may withhold from the public those records in their custody enumerated by law. Records which are open to inspection shall be available in the office of the Superintendent.

Open Meetings Act Posting and Public Access to Board Records

The Board of Education accepts its responsibility to conduct its meetings in public and in compliance with law. The Superintendent shall post at least one current copy of the Open Meetings Act in the meeting room at a location accessible to members of the public. At the beginning of each meeting the public shall be informed about the location of the posted information by announcement of the Board President or Chairperson or via notice given in the Agenda. The Superintendent and the Board secretary shall make available for examination and copying by members of the public at least one copy of all reproducible written material to be discussed at an open meeting except where the law specifically states that a matter is exempted either temporarily or permanently from such disclosure.

Therefore, the Board of Education directs the Superintendent and the Board secretary, acting jointly and cooperatively, to make easily available copies of the Board of Education policy manual and the minutes of meetings of the Board of Education and its committees (except as exempt by law). Minutes shall be made available within ten (10) days of the meeting reported; policies shall be incorporated into the manual within thirty (30) days of adoption.

Legal Reference: §§84-1408 to 84-1414
 §84-712

Date of Adoption: June 5, 2006

Open Meeting Law

Regular board meetings shall be held on the first Monday of the month. When postponed, meetings will be held during that week or at least by the third Monday of the month. An agenda will be available for public inspection in the superintendent's office. Posting of the regular meeting shall be at least 48 hours in advance of the meeting.

Special Meetings

A special meeting of the board may be called by the president or by any two board members. No business shall be transacted at any special meeting which does not come within the purpose set forth in the call for the meeting unless it is of an emergency nature.

Closed Sessions

The Board of Education may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. Closed sessions may be held for, but shall not be limited to, such reasons as: (a) strategy sessions with respect to collective bargaining, real estate purchases, or litigation; (b) discussion regarding deployment of security personnel or devices; (c) investigative proceedings regarding allegations or misconduct; or (d) evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; provided, however a closed meeting shall never be held for the purpose of discussing the appointment or election of a new member to the Board of Education.

The vote to hold a closed session shall be taken in open session. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken.

Any member of the Board shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reasons stated in the original motion to hold a closed session. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

The term "closed session" as used in the policies, regulations and Bylaws of the District shall include within its meaning any "executive session" or "executive meeting" authorized or prescribed by said policies, regulations and Bylaws, all of said terms being interchangeable.

Legal Reference: §§84-1407 to 84-1414

Date of Adoption: June 5, 2006

Quorum

A quorum shall consist of four members being present at any regular or special meeting.

Order of Business

Unless altered by the board itself, the order of business at regular meeting shall be:

1. Call to order.
2. Approval of minutes.
3. Auditing and allowing of bills.
4. Financial report.
5. Public Comment
6. Old business.
7. New business.
8. Special reports, etc.
9. Adjournment

Unless altered by the board, the order of business at special meeting shall be:

1. Statement of purpose of meeting.
2. Consideration of business.

Minutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours.

Adopted July 5, 2010