

# BY-LAWS OF THE BOARD OF EDUCATION

(R) 12-12-88  
(R) 2-13-89  
(R) 1-14-91  
(R) 4-13-92  
(R) 10-11-93  
(R) 5-14-01  
(R) 12-8-14  
(R) 2-8-16

- I. The name of this organization shall be THE BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF LODI, hereinafter referred to as "The Board."
- II. The duties of the board shall be to provide for the education of the students of the District and for the orderly management of the business affairs of the District in accordance with the provisions of the Constitution and laws of the United States of America, the Statutes of the State of Wisconsin, requirements of the Wisconsin Department of Public Instruction, Mission and the Philosophy of the School District of Lodi.
- III. MEMBERS
  - A. Members of the Board shall be elected in accordance with the Statutes of the State of Wisconsin.
  - B. Newly-elected and re-elected members shall take office on the fourth Monday in April.
  - C. In the event of a mid-term vacancy the position will be filled by appointment by a majority vote of the remaining members using the following criteria and order:
    1. Solicit candidates to submit letter of interest and resume.
    2. Individual who was a past member of the Board of Education (or)
    3. Individual(s) who ran but were not elected in last election (or)
    4. (How to fill a vacancy if not filled in 30 days prior to 60 day deadline expiration) Lottery of applicants/past BOE member or those who ran?
- IV. OFFICERS
  - A. The officers of the Board shall be: President, Vice-President, Clerk, and Treasurer.
  - B. Officers shall be elected by a majority vote of all Board members at the first regular meeting of the Board following the fourth Monday in April or at a special board meeting, prior to the regular meeting, which is called for that purpose.
  - C. Each member of the Board of Education has the right to place their name on a nominating ballot for any office they wish to run for. Any Board Member may also nominate an individual Board Member to be on the nominating ballot for any Board of Education office. Voting will occur by paper ballot after all nominations have been finalized for each Board of Education office.
  - D. Duties
    1. Duties of the officers shall be those established by the Statutes of the State of Wisconsin and any others agreed upon by the Board members.
    2. If the office of President is vacated the Vice President shall assume the office of President, including presiding at meetings.

If the Vice President assumes the role of President, the office of vice-president shall be filled using the nominating process after a new member has been appointed to the Board of Education.

3. If any other Board of Education office is vacated the remaining Board members shall determine the process for filling the vacated office.
4. In the absence of both the Board President and Vice-President, the members present shall elect a chairperson to assume the duties of that office, including presiding at meetings.
5. In the absence of the Clerk, another Board member shall be appointed to fill the office temporarily.
6. In the absence of the Treasurer, a member of the Finance Committee shall act for him/her in matters concerning the Committee.

## V. MEETINGS

- A. Regular meetings of the Board shall be held monthly on the second Monday.
  1. Meetings shall commence at seven p.m. unless a different time is agreed upon and announced in advance.
  2. Meetings shall be held in the School District Office except on such occasions as the Board and/or Administration deems it more convenient to meet in a District school building or elsewhere in the District.
  3. "A Guide to Parliamentary Procedure for Local Governments in Wisconsin" shall guide the conduct of each meeting of the Board and its committees.
  4. The Chairman of the school districts' annual meeting will recognize the call for a ballot vote without that request having to be voted on. The ballot vote call is to be recognized as protecting the rights of the minority and showing partiality to none. The chairperson shall grant the request unless he/she deems it frivolous (e.g. a request to adjourn by ballot vote).
- B. All meetings shall be called, conducted, and recorded in accord with the Wisconsin Statutes on "Open Meetings of Governmental Bodies."
- C. Special meetings will be called in accord with Wisconsin Statute.

## VI. COMMITTEES

- A. Standing Committees
  1. The standing committees of the Board shall be: Finance, Personnel/Contract Review, Policy, Facility and Curriculum/Instruction.
  2. Standing committees shall be appointed by the Board President as soon as possible after the election of Board officers, and members shall assume their responsibilities immediately.
    - a. At least one Administrator shall serve on each committee.
    - b. No committee shall include a majority of the Board members.
    - c. The Board Treasurer shall serve as chairperson of the Finance Committee.
  3. Minutes shall be distributed as soon as possible after the committee meeting.
- B. Other Committees
  1. Special committees shall be appointed by the President as needed.

2. AD HOC committees may be appointed by the President, as needed, for a specific purpose and period of time.
3. The composition of Special and AD HOC committees shall be similar to that of standing committees.
4. Advisory and/or Citizen Committees may be appointed by the President, as needed, for a specific purpose with the approval of the Board.
5. Board members may, and are encouraged to, serve as representatives of the Board on Advisory Committees with the school system, eg. Chapter I, 94-142, Agriculture, Business Education, and Reading.

## VII. SCHOOL BOARD CALENDAR

- A. The Board of Education may maintain a calendar listing dates for performance or commencement of tasks which the Board undertakes each year. Listings may include, but are not limited to: new-member orientation, review of the District's insurance program, review of reports of building inspections, tours of District property, review of High School course catalog for the next school year, evaluation of the District Administrator of schools, contract negotiation with the District Administrator, annual meetings with individual administrators, review of the status of probationary employees, review of language proposals for employee contracts, setting agenda for the District's annual meeting, setting goals for the year and long term as initial part of the budget cycle, recognition of National Staff Appreciation and Assistant's Day, holding informal meeting with new teachers, sponsoring a social function for all District employees, notices of consideration of nonrenewal of contracts, and notices of layoff.
- B. The calendar may be reviewed and updated annually.

## VIII. AMENDMENTS

- A. These By-Laws may be amended by a majority vote of all Board members at a regular meeting, after at least two readings.
- B. Amendments will take effect immediately upon adoption unless a different effective date is specified in the Amendment.

- IX. Copies of the Board policy handbook shall be located in each school building office, the Dane Village Hall, the Lodi Public Library, and the district website.