

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**BYLAWS No. 041
ARTICLE I**

CODE OF CONDUCT FOR TRUSTEES

The members of the Carson City School Board of Trustees are elected by the citizens of Carson City to carry out the duties imposed on them by law. Trustees are also elected to carry out the desires of the general populace with respect to the education of the community youth. In furtherance of their duties, the Board of Trustees hereby sets forth the standards by which it believes the Board should conduct the business of the public school system.

I.

The School Board operates through meetings of its Trustees. Attendance at meetings by Trustees is deemed necessary to carry out the business of the Board. Trustees should make every attempt to attend all meetings of the Board. If Trustees are unable to make a meeting of the Board, they should, to the extent practical, notify the Superintendent in advance of any meeting of their inability to be present. If the lack of attendance of a Board member is deemed to be frustrating the work of the Board, the Superintendent and President of the Board shall meet with the Trustee to impress upon that Trustee the necessity of attending and participating in meetings.

II.

Trustees carry a public trust. They should carry out their duties in a professional and courteous manner both as among Trustees and in their interaction with the public. Trustees should strive to present their views in a professional and respectful manner, avoiding personal attacks. Trustees should extend every courtesy to those who appear before the Board.

III.

Trustees are expected to lead their public and private lives in the same manner that they expect those who interact with our community youth to lead their public and private lives. Trustees should not bring disrespect to the Board or the Carson City School District by their private or public acts.

IV.

Trustees are expected to read, understand and comply with the Nevada Open Meeting Law.

BYLAWS No. 041 – CONTINUED

V.

Trustees are expected to read, understand and comply with the Nevada Ethics in Government Laws.

VI.

Sometimes Trustees are provided information of a confidential or private nature that relates to either employees or students of the Carson City School District. Trustees are expected not to disclose any such confidential information.

VII.

Section 1.

A member of the Board of Trustees should honor the responsibility which membership demands by:

- a. Thinking always in terms of “students first.”
- b. Understanding the basic function of a Board member is “policy-making,” not “administrative,” and discriminating between these two functions.
- c. Endeavoring to insure that the maximum of facilities and resources are provided for the proper functioning of the schools.
- d. Refusing to “play politics” in either the traditional partisan or in any petty sense.
- e. Representing the entire school community at all times.
- f. Becoming well informed, and receiving training concerning the duties of Board members and proper functions of public schools.
- g. Recognizing responsibility as a public official to seek improvement of public education throughout the state.
- h. Completing the training regarding the duties of Board Members and proper functioning of public schools as required by law.

Section 2.

A member of the Board of Trustees should respect relationships with other members of the Board by:

BYLAWS No. 041 - CONTINUED

- a. Realizing that authority rests with the Board only in official meetings, and that the individual member has no legal status to bind the Board outside of such meetings.
- b. Making decisions only after all available facts bearing on a question have been presented and discussed.
- c. Respecting the opinions of others and conforming to the “majority rule” principle.
- d. Refusing to participate in irregular meetings, e.g., meetings with other members of the Board, in person, by phone or electronic means, which are not lawfully noticed, and agendized, and which are not open to the public.
- e. Providing any prepared material for use during a Board meeting to all Board members prior to the meeting.

Section 3.

A member of the Board of Trustees should maintain desirable relations with the Superintendent of Schools and staff by:

- a. Striving to procure the best professional leader available as executive officer when a vacancy exists.
- b. Giving the Superintendent full administrative authority for properly discharging the professional duties of the position and by holding the Superintendent responsible for acceptable results.
- c. Acting only upon the recommendations of the Superintendent in matters of employment or dismissal of District personnel.
- d. Having the Superintendent present at all meetings of the Board.
- e. Referring all complaints to the proper administrative office and discussing such complaints only at a regular meeting after failure of administrative solution.
- f. Endeavoring to maintain adequate safeguards to provide a professional environment in which the Superintendent and District staff may discharge their educational functions as valued members of the community.
- g. Presenting any criticisms of any employee directly to the Superintendent or his or her designee.

BYLAWS No. 041 – CONTINUED

Section 4.

A member of the Board of Trustees should meet responsibilities to the community by:

- a. Attempting to appraise fairly both the present and future educational needs of the community.
- b. Regarding as a major responsibility of the Board, communication of the aims and methods of the District to the community.
- c. Insisting that all District business transactions be conducted in an open, ethical, and above-board basis.
- d. Supporting adequate financial support for the schools within the District.
- e. Refusing to use a position on the Board of School Trustees for personal gain or prestige.
- f. Refusing to discuss personnel matters or any other confidential business of the Board at home, or at business, or on the street.
- g. Building the community's confidence that the District is working in the best interest of students.

Reference: AB241 (2017 Legislature)

Adopted: August 22, 2000

Revised: November 12, 2002

October 25, 2011

June 28, 2016

June 27, 2017

March 27, 2018