

**BOARD MEMBERS**

**Limits of Board Members Authority**

The Governing Board recognizes that the Board is the unit of authority over the district and that a board member has no individual authority.

*(cf. 1160 - Political Processes)*  
*(cf. 9000 – Role of Board and Members)*  
*(cf. 9005 - Governance Standards)*  
*(cf. 9270 - Conflict of Interest)*  
*(cf. 9323 - Meeting Conduct)*

Individually, a Board member may not commit the district to any policy, act or expenditure. The Board member represents and acts for the community as a whole and does not represent any fractional segment of the community.

*(cf. 9270 – Conflict of Interest)*

Individual members of the Board, by virtue of holding office, shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee.

*(cf. 1340 - Access to District Records)*  
*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*  
*(cf. 9011 - Disclosure of Confidential/Privileged Information)*  
*(cf. 9322 - Agenda/Meeting Materials)*

Individual board members may request information of a routine nature from the Superintendent or any central office district administrator designated by the Superintendent, mindful of the time constraints on individual staff members. The Superintendent should be copied or informed of all such communications with staff members. Matters involving research or extensive attention should be directed to the Superintendent for his/her approval. At his/her discretion, the Superintendent may refer to the request to the entire Board for consideration. If approved, the Superintendent or designee shall perform any necessary research associated with the request and report to the Board at a future meeting.

Individual Board members do not have the authority to resolve complaints. Any Board member approached directly by a person with a complaint should refer the complainant to the Superintendent or designee so that the problem may

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receive proper consideration and be handled through the appropriate district process.

- (cf. 1312.1 - Complaints Concerning District Employees)*
- (cf. 1312.2 - Complaints Concerning Instructional Materials)*
- (cf. 1312.3 - Uniform Complaint Procedures)*
- (cf. 1312.4 - Williams Uniform Complaint Procedures)*
- (cf. 3320 - Claims and Actions Against the District)*
- (cf. 4031 - Complaints Concerning Discrimination in Employment)*
- (cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)*

**Obligations of Board Members**

A Board member whose child is attending a district school should be aware of his/her role as a Board member when interacting with District employees about his/her child. Because his/her position as a Board member may inhibit the performance of school personnel, a Board member shall inform the Superintendent before volunteering in his/her child's school.

- (cf. 1240 - Volunteer Assistance)*
- (cf. 5020 - Parent Rights and Responsibilities)*
- (cf. 6020 - Parent Involvement)*

Board members should hold the education of children and youth above any partisan principle, group interest, or personal interest.

Board members should understand their role and the programs offered by the District. They should study all agenda materials before the meeting, participate in the discussion of items which come before the Board, vote on motions and resolutions, and abstain only for compelling reasons.

- (cf. 9240 Board Development)*
- (cf. 9271 - Code of Ethics)*
- (cf. 9320 - Meetings and Notices)*

Board members shall refer Board-related correspondence to the Superintendent or designee for forwarding to the Board or for placement on the Board's agenda.

- (cf. 9322 - Agenda/Meeting Materials)*

Board members and persons elected to the Board who have not yet assumed

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office are responsible for complying with the requirements of the state's open meeting laws.

The Superintendent or designee shall provide a copy of the Brown Act to each Board member and to anyone who is elected to the Board who has not yet assumed office. (Government Code 54952.1)

*Legal Reference:*

EDUCATION CODE

*200-262.4 Prohibition of discrimination*

*7054 Use of district property*

*35010 Control of district; prescription and enforcement of rules*

*35100-35351 Governing boards, especially:*

*35160-35184 Powers and duties*

*35230-3 5240 Corrupt practices*

*35291 Rules*

*35292 Visits to schools (Board members)*

*51101 Rights of parents/guardians*

GOVERNMENT CODE

*54950-54962 The Ralph M. Brown Act, especially:*

*54952.1 Member of a legislative body of a local agency*

*54952.7 Copies of chapter to members of legislative body*

*54959 Penalty for unlawful meeting*

*Management Resources:*

CSBA PUBLICATIONS

*CSBA Professional Governance Standards, 2000*

*Maximizing School Board Leadership: Boardmanship, 1996*

WEB SITES

*CSBA: <http://www.csba.org>*

Bylaw

Adopted: March 26, 1996

Revised: March 28, 2001

Revised: December 11, 2001

Revised: October 12, 2004

Revised: May 10, 2011

**PASADENA UNIFIED SCHOOL DISTRICT**  
**Pasadena, California**