

Sample School Board Norms

I. Focused Use of Meeting Time

- Start on time, use time wisely and end on time.
- Allow all members time to express themselves without feeling rushed by:
 - Utilizing the phrase, “I agree with_____” to avoid repetition of the same ideas and points.
 - Balance Board members’ speaking time.
 - Be succinct to maintain opportunity for all to express themselves.
- Engage in meaningful discussion.
- Develop a system to provide updates regarding the work of District committees.
- Allow moments of silence between commentaries to provide time to consider the discussion.

II. Orderly Procedure

- Effectively employ parliamentary procedure to facilitate a smooth meeting.
- Relegate input and comments from the public to the time allotted for public testimony to maintain equal opportunity to speak.

III. Consider Staff and District Capacity and Resources

- Be cognizant of diminishing resources and time when requesting action from staff.
- Assess whether a majority of the Board desires particular information from staff before making the request for it.

IV. Thoughtful Deliberation and Conversation

- Actively listen to those sharing their points of view, to facilitate full understanding and the possibility of changing viewpoints.
- Vocalize what another individual’s statement has helped you learn or reconsider.
- Facilitate focused, open conversation.
- Refrain from deriding other individuals’ ideas. Strive to value all opinions.
- Avoid assigning “ownership” of a question, thought, or idea expressed by a single Board member during a meeting, to encourage open discussion and exploration of ideas and information.

Board Requests Regarding Staff Presentations

- Avoid sending additional reports to the Board after packets have been disseminated, in order to facilitate adequate preparation for meetings.
- Develop a system to provide updates regarding the work of District committees.
- Limit staff reports to introductory and additional remarks; avoid restatement of written reports or PowerPoint presentations.
- Keep staff presentations succinct.