

**GP-4: BOARD MEMBERS' PRINCIPLES OF OPERATION-- CONDUCT  
AND ETHICS**

**Adopted:** 7/26/00

**Revised:** 11/20/00; 3/13/03; 11/13/03; 4/14/05; 6/28/07

*Board of School Trustees*

**CLARK COUNTY SCHOOL DISTRICT**

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. In such conduct the Board members shall fulfill the responsibilities set forth in the oath of office.

1. Members shall have loyalty to the owners, the people of Clark County that are paramount to loyalties to staff, other organizations, and any personal interest as a parent or guardian of a student.
2. Members shall avoid conflict of interest with respect to their fiduciary responsibility.
  - A. Members shall annually disclose their involvements with other organizations, with vendors, or any associations that are or might reasonably be seen as creating a conflict.
  - B. When the Board is to decide upon an issue about which a member has a conflict of interest, that member will abide by the requirements of the Nevada Ethics in Government Law.
  - C. Members shall not use their Board positions to obtain employment in the district, or other advantages for themselves, family members, or close associates. Should a Board member apply for employment in the district, he or she must first resign from the Board.
  - D. Members shall not accept or receive, directly or indirectly, a personal financial benefit; or accept any gift, token, membership, or service, as a result of a district purchase entered into; or anticipated in the future, from any person, firm, or corporation.

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3. Members shall recognize that authority rests with the Board only in official meetings and that the individual member has no legal status to bind the Board outside such meetings.
  - A. In all meetings, a majority of the members of the Board shall constitute a quorum for the transaction of business, and no action of the Board shall be valid unless such action shall receive the approval of a majority of all members of the Board.
  - B. A quorum of Board members may not meet, deliberate, or vote regarding matters with the Board's jurisdiction except in open meeting or approved closed sessions.
  - C. Members' interaction with the Superintendent or with staff must recognize the lack of authority vested in individuals except when explicitly Board authorized.
  - D. Members' interaction with the public, press, or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions.
  - E. Except for participation in Board deliberation about whether the Superintendent has achieved reasonable interpretation of Board policy, members will not express individual judgments of performance of employees of the Superintendent.
  
4. Members shall honor the high responsibility that membership demands by:
  - A. Thinking and acting always in terms of "children first."
  - B. Understanding and accepting that the basic function of a Board member is "policymaking," not "administration."
  - C. Endeavoring to ensure that the appropriate facilities and resources are provided for the proper functioning of the schools.
  - D. Refusing to let "politics" guide policy decisions.
  - E. Representing the entire school community, not just the district from which the Board member was elected.
  - F. Becoming well informed concerning the duties of Board members and proper functions of public schools.
  - G. Ensuring that they are properly prepared to participate in Board deliberation.

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- H. Recognizing responsibility as a public official to seek improvement of education throughout the state.
  - I. Exercising oversight on behalf of all students and constituents regarding district policy, goals, and programs.
  - J. Refusing to discuss personnel matters or any other confidential business of the Board anywhere but in the proper Board setting.
5. Members shall respect relationships with other members of the Board by:
- A. Recognizing the integrity of predecessors and associates and the merit of their work.
  - B. Refusing to make statements or promises regarding voting on any matter that should properly come before the Board as a whole.
  - C. Making decisions only after all facts bearing on a question have been presented and discussed.
  - D. Respecting the right of others to their opinions and supporting the "majority rule" principle.
  - E. Refusing to participate in irregular meetings that are not official and that all members do not have an opportunity to attend.
  - F. Providing any prepared material for use during a Board meeting to all Board members prior to the meeting.
6. Members shall maintain desirable relations with the Superintendent of Schools and the staff by:
- A. Striving to employ the best professional leader available as Superintendent.
  - B. Giving the Superintendent full administrative authority for properly discharging the professional duties of this position and by holding the Superintendent accountable for desired results.
  - C. Acting only upon the recommendations of the Superintendent in matters of employment or dismissal of district personnel.

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- D. Having the Superintendent present at regular and special meetings of the Board, except when the contract and salary of the Superintendent are under consideration.
  - E. Referring all complaints to the-superintendent or designee cabinet member and discussing such complaints at a regular meeting only after failure of administrative solution.
  - F. Endeavoring to maintain adequate safeguards to provide an environment in which the Superintendent and staff may function effectively within the community and discharge their educational functions on a thoroughly professional basis.
  - G. Presenting any criticisms of any employee directly to the Superintendent or his/her designee.
7. Members shall 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 the interpretation to the community of the aims and methods of the district.
  - C. Insisting that all district business transactions be conducted on an open, ethical, and above-board basis.
  - D. Vigorously seeking adequate financial support of the schools.
  - E. Effectively communicating Board and District actions to the community.
  - F. Seeking to involve the community in the schools and the educational process.

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8. Members shall strive to have meetings conducted in a businesslike manner with appropriate decorum through:
  - A. Well-attended meetings, and well-prepared participants.
  - B. A well-planned agenda that is adjusted to focus on the Ends.
  - C. Keeping discussion centered on the agenda and staying focused on Board business.
  - D. Generally holding discussion after a motion and second, with allowance for each member to speak on each issue.
  - E. Balanced participation, with everyone participating and no one dominating.
  - F. Sharing viewpoints in a clear, concise manner.
  - G. Ensuring that the decision-making process is understood and implemented appropriately.
  - H. Accomplishing work in an atmosphere of trust and openness, with respect and courtesy.
  - I. Making decisions only after all facts bearing on a question have been presented and discussed.
  - J. Taking action at the policy level rather than the operational level.
  - K. Clarifying Board priorities/values while discussing the range of potential outcomes, beneficiaries, and costs.
  - L. Monitoring policies to facilitate rigorous accountability and assurance of Superintendent performance.
  - M. Supporting the Superintendent's reasonable interpretation of applicable Board policies, or further clarifying board intention by revising the policies.
  - N. Making decisions based on information garnered from community input, both formal and informal.

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9. The Board will govern lawfully on behalf of students with an emphasis on strategic leadership for the future of Clark County School District through:
  - A. Outward vision rather than an internal preoccupation.
  - B. Encouragement of diversity in viewpoints.
  - C. Strategic leadership more than administrative detail.
  - D. Clear distinction of Board and chief executive roles.
  - E. Collective rather than individual decisions.
  - F. Future thinking, rather than past or present.
  - G. Governing proactively rather than reactively.