



The Lighthouse School
"Lighting the way to a brighter future."
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Board Etiquette and Expectations

It is an honor to serve on any Board of Directors. But with this honor comes responsibility.

The Lighthouse School board is both a Public Educational entity as well as a 501(c)3. While it operates in the realm of professional, there is the added dimension of fiduciary and legal responsibilities. If you have been asked to serve on the board, it is because you exhibit professionalism and have a unique perspective to bring to the table. This level of service brings with it a formality that isn't common in other conference rooms.

Board meeting formats vary from the typical business meeting. Our Chairman of the Board presides over the meeting and is primarily responsible for the collaboration of meeting agenda preparation, for directing business, and for conducting the meeting based on a system of protocol.

Many boards, including Lighthouse, follow [*Robert's Rules of Order*](#) for their meetings, a guideline for order and efficiency written by General Henry M. Robert.

Board Etiquette:

Honoring the 3 P's of a public board:

Board Members are expected to always be;

1. Prepared,
 - This includes reviewing the board agenda and packet enclosures *before* the board meeting.
 - Board members should educate themselves on agenda topics *before* the meeting is held.
 - No question is a dumb question. However, timing is a key aspect of a productive board meeting.
 - If you have questions about the agenda items, phone the Chairman, School Director or Business Manager *before* the meeting.
 - Your preparation is a nice contribution to the efficiency and productivity of the meeting.
 - Keep reports succinct and to the point.
 - Conversations should stick to the topics on the agenda.
 - Side conversations are discouraged so that discussion on current topics can be completed in a timely manner.
2. Punctual,
 - Board meetings are structured to respect the time of those attending.
 - Meetings are expected to start on time and end in a timely manner.
 - Regular attendance is an expectation and requirement.
3. Polite
 - Hand-raising is typically the way to be recognized or to place your name on the queue.
 - Listening is a key role as a board member, so that points do not get repeated that have already been made.
 - Everyone's input is important.
 - Do not interrupt one another during the meeting. Be calm and patient.
 - Remember that diversity of opinion is good for a board.
 - Although the board is often met with public comment, that may be confrontational, it is the Board's job to listen in open session and then collaborate about a response (if any) as an agenda item later
 - Snide remarks, personal opinions and demeaning or accusatory comments should not be brought into the Board Room

Board Expectations:

- Board members should display high standards of conduct while also focusing on the board's objectives.
- When attending social events, or participating in community events, board members should keep in mind that they are representatives of the school. Board member conduct is a direct reflection on the organization.
- Never talk about board business outside of the boardroom.
- **Board members should use official Lighthouse email for school correspondence to employees. Text messaging school employees is prohibited and puts the employee, school and Board at risk of liability.**
- Board members are expected to lead and to serve on school teams and committees, **as the law allows.**
- It is unethical for board members to use their position on the board to further their private interests or investments, or to use their influence within the classroom.
- Board members should disclose any conflict of interest they have during their time on the board.
 - **A conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise his or her judgment, decisions, or actions on the Board or cause a perceived or real Bias.**
- Public comment is held at the beginning of each meeting and is limited to 3 minutes per person.
 - Although the board is often met with public comment, that may be confrontational, it is the Board's job to listen in open session and then collaborate about a response (if any) as an agenda item later.
 - Board members should not engage the public during board meetings.
 - The Board's job is to listen and Board members should not engage in public comment.
- If you don't understand something being discussed during the meeting;
 - write down your questions and wait to see if they are answered during the discussion.
 - Ask for clarification that is relevant to the topic at hand.
 - Do not ask questions on topics that can be answered outside of the general meeting.
 - Questions and comments during a meeting should be focused and on point to agenda items.
- Round table
 - Is a time to thank others for their contributions to the organization
 - Is a time to share experiences related to the school or other organizations
 - It is *not* the time to bring up a new point
 - It is *not* the time to ask questions that can be answered in a different setting
- Board members should recognize that many non-board members, including employees, have been involved in the meeting preparations. All of these contributors should be treated with respect and courtesy. There is much "behind the scenes" effort provided to achieve successful board meetings.
 - Typically, if an Executive Session is called, it has been requested by the School's Administration regarding the specific ORS for that Executive Session
- Being selected to serve on the board of directors is truly an honor. Acknowledging this honor with your efforts to make the organization you serve a better one, is your duty.

I have read and understand the expectations and requirements of my position as a board member.

My signature constitutes my agreement to follow public meeting laws while I am a board member of The Lighthouse School.

Printed Name

Signature

____/____/____

Date