

# Unity School District - Board of Education

## Board Policy 141

### Board Officers

Last Revised 8/16/2022

#### Officers

~~The Board of Education shall consist of a president, a first vice president, a second vice president, a clerk, a treasurer and two directors.~~

~~The School Board members shall hold an organizational meeting in May following the annual spring election to select the above officers of the Board for a one year term.~~

~~Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.~~

#### Duties of Officers

~~The president of the Board shall have specific powers according to WI Statute 120.15. The president shall appoint all committee representatives unless otherwise ordered by the Board. The first vice president, followed by the second vice president, shall perform the duties of the president in the president's absence.~~

~~The treasurer, or the treasurer's designee, shall receive, hold in custody, and expend all funds as directed by the Board of Education. The treasurer shall furnish a bond in compliance with the State law as provided for in WI Statute 120.16.~~

~~The clerk, or the clerk's designee, shall keep records of all meetings, post all legal notices, prepare and sign all legal documents, and perform such other duties as may be prescribed in WI Statute 120.17.~~

The School Board shall elect a President, Vice President, Clerk and Treasurer from among its members to serve as officers of the Board. Board officers shall be elected annually at the organizational meeting of the Board, which is to be held on or within 30 days after the fourth Monday in April. Voting for Board officers shall be done by secret ballot, roll call vote, or voice vote. The officers shall be elected in the following order: President, Vice-President, Treasurer and Clerk. Voting for any of the officers shall continue until a majority vote is received.

Board officers shall serve for one-year terms, from one organizational meeting until the next provided that the officer remains a member of the Board. In the event of an officer's absence or inability to act, or a Board officer vacancy, the Board shall appoint another Board member to discharge the officer's duties using the same voting method as outlined above. When an officer is elected to fill a vacancy, the person elected to fill the vacancy shall serve until the next organizational meeting. As noted below, the Vice President shall automatically carry out the duties and responsibilities of the President in his/her temporary absence or inability to act.

Removal of any Board officer from his/her position as an officer prior to the expiration of his/her term as an officer shall be handled in accordance with the requirements of state law and upon advice of legal counsel regarding the appropriate procedures.

Board officers shall perform the following duties:

- Duties of the President - The President shall:

1. Prepare the agenda for all regular and special Board meetings, in consultation with the District Administrator.
2. Ensure that public notice is given for all meetings of the Board.
3. Preside at all Board meetings and see that the minutes are properly recorded, approved and signed.
4. Countersign all checks and other orders for the disbursement of District funds.
5. Defend the District from actions brought against it and prosecute actions brought by the District.
6. Serve as spokesperson for the Board.
7. Appoint standing Board committees and any other committees as determined necessary by the Board.
8. Vote on matters before the Board just as any other Board member.
9. Perform such other duties as required by law or assigned by the Board.

- Duties of the Vice President – The Vice President shall:

1. Carry out the duties and responsibilities of the President in his/her absence, including presiding at regular or special Board meetings.
2. Perform such other duties as assigned by the Board.

- Duties of the Clerk - The Clerk shall:

1. Be responsible for recording the proceedings of school district and school board meetings and entering them, together with copies of all reports to municipal clerks, in the District's official records.
2. Carry out school board election duties as required by law.
3. Administer the oath of office to newly elected and appointed Board members.
4. Report the name and address of all Board members to the clerk and treasurer of each municipality in which the District is located within 10 days of their election or appointment.
5. Draw orders on the school district treasurer and see that they are properly recorded.
6. Sign checks in payment of lawfully incurred and properly approved expenditures as required by law.
7. Furnish each teacher with a copy of his/her contract with the Board.
8. Annually on or before November 10, deliver to the clerk of each municipality within the District a certified statement of the amount of taxes to be collected.
9. File a timely and verified annual school district report with the Department of Public Instruction.
10. Perform such other duties as required by law or assigned by the Board.

- Duties of the Treasurer - The Treasurer shall:

1. Receive and deposit promptly in the officially designated District depository(ies) all monies paid to the District, and keep a record of the receipt of such monies.
2. Provide for the disbursement of District funds in accordance with state law.
3. See that a monthly report is submitted to the Board reflecting the current balance in District funds and receipts for the preceding month.
4. Present to the annual meeting a written statement of all money received and disbursed by the treasurer during the preceding year.
5. Sign checks in payment of lawfully incurred and properly approved expenditures as required by law.
6. Make arrangements to sue for all monies due the District.
7. Perform such other duties as required by law or assigned by the Board.

To the extent consistent with applicable law, the Board authorizes the Board officers to delegate the actual performance of delegable duties to District employees. The individual officer shall coordinate all such delegation of the performance of specific actions through the District Administrator. In the event the officer and the District Administrator are unable to resolve to their mutual satisfaction any concerns about such delegated actions, the officer or the District Administrator shall arrange for the Board to consider and attempt to resolve the concerns. Board officers should be aware that the delegation of the performance of a legal duty does not transfer all legal responsibility and liability to the delegee.

For purposes of illustration applicable to the Clerk, delegable duties related to elections include the ministerial duties of accepting elections-related filings and petitions, accepting elections materials provided by municipal clerks, preparing and issuing mandatory election notices, and mailing finance reporting forms to registrants.