

Book	School Board Policies
Section	100 Series: Board of Education
Title	Board Officers
Code	141
Status	Active
Adopted	January 14, 2015
Last Revised	March 17, 2021

BOARD OFFICERS

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, unless an alternative method is agreed upon at the organizational meeting (e.g. unanimous consent for individual positions or motion to keep members in their current positions.) 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.

Vacancies in Board Officer Positions. In the event of a vacancy in a Board officer position, the Board shall fill the vacancy by majority vote, and the person selected shall normally serve in the position until the subsequent election of a successor at an annual organizational meeting, as outlined above. When a vacancy in a Board officer position arises because the former officer is no longer a Board member, the Board fills the vacancy in the officer position independently of filling any vacancy on the Board itself.

Temporary Disability or Absence. The Vice President shall automatically carry out the duties and responsibilities of the President in the event of the President's temporary absence or temporary inability to serve in his/her capacity as President. If any other Board officer is temporarily unable to discharge the duties of the office due to disability or absence, the Board may make a temporary appointment in a manner consistent with applicable state law.

Removal of Board Officers. The removal of any Board officer from his/her position as an officer prior to the Board's election of a successor via the annual reorganization process shall be handled in accordance with the requirements of state law.

Duties, Powers, and Limited Delegation. Each Board officer is responsible for ensuring the performance of such duties as are assigned to the position by state law. Each officer shall also be responsible for the performance of any duties, and may exercise such discretionary powers, as the Board assigns to the officer.

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.

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.

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.

Legal

Section 120.43(1)

Section 120.17

Section 120.16

Section 120.15

Section 120.11(2)

Section 120.06

Section 120.05

Section 19.88(2)

Section 17.13

Book	Administrative Rules
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Board Officers

Voting for School Board officers shall normally be done by secret ballot, unless an alternative method is agreed upon at the organizational meeting (e.g. unanimous consent or a motion to keep members in their current positions.) The officers shall be elected in the following order: President, Vice-President, Treasurer and Clerk.

The current Board President shall have the duty of presiding over the election of officers, unless he/she is no longer on the Board, in which case the Board shall appoint a temporary chair by majority vote for purposes of presiding over the election of officers. The Board President or other presiding officer shall appoint a member of the District staff to count any paper ballots used in connection with the election process and shall then confirm with the School Board the method of voting that will be used to elect officers. The election process, to be repeated as many times for each office as is necessary to elect the officer, shall be as follows:

1. The current Board President or other presiding officer shall make a call for nominations for the officer position to be elected. Any Board member may nominate any eligible person for the office, including him/herself. Nominations need not be seconded. Additional nominees (including nominees who previously declined nomination or who withdrew from consideration during a prior round of voting) may be added prior to each new round of voting for the office, if such additional rounds of voting are needed.
2. The nominees (or any new nominee(s) added in a subsequent round of voting) shall be asked to accept or decline the nomination. If a nominee accepts the nomination, his/her name shall be included in the vote(s) for the officer position in question until such time as he/she may withdraw his/her name from consideration. If a nominee declines the nomination, his/her name is not included in the vote(s) for the position.
3. Once the nominees for the particular round of voting are clearly established, a vote shall be taken by the method specified above, or by such other method as is selected by a majority vote of the Board at the outset of the organizational meeting. All Board members who are participating in the meeting, including all nominees for the officer position in question, shall cast a vote. In the event that there is only one nominee for an office, the Board may set aside any prior decision to use secret ballots by a showing of unanimous consent, and then conduct a voice vote or other type of vote to elect the officer.
4. If a nominee earns a majority of the votes cast for the officer position in question, that nominee shall be asked whether he/she accepts the position. If the victorious nominee accepts the position, the position is filled and the process begins anew for the next officer position until all officer positions are filled. If the victorious nominee declines the position, or if no nominee earns a majority of the votes cast, the voting process repeats for that position.

