

## **SCHOOL BOARD**

### **Qualifications, Terms and Duties of Board Officers**

The School Board officers are: President, Vice President, Secretary. These officers are elected at the Board's organizational meeting.

#### **President**

The School Board elects a President from its members for a 2-year term. The duties of the President are:

1. Preside at all meetings;
2. Make all Board committee appointments, unless specifically stated otherwise;
3. Be permitted to attend and observe any meeting of a Board committee;
4. Represent the Board on other boards or agencies;
5. Serve as chairperson of the Education Officers Electoral Board which hears challenges to School Board candidate nominating petitions;
6. Sign official District documents requiring the President's signature, including Board Minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Review appeals of record access requests that were denied;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members; and
11. Serve as the Board's official spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

#### **Vice President**

The School Board elects a Vice President from its members for a 2-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

#### **Secretary**

The Secretary shall be a member of the Board who serves a 2-year term.

The Secretary shall perform or delegate the following duties:

1. Keep Board meeting minutes;
2. Prepare Board meeting agendas and provide them, along with prior meeting minutes, to Board members before the next meeting;
3. Mail meeting notification and agenda to news media who have officially requested copies;

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4. Keep records of the Board's official acts, and sign them, along with the President, before submitting them annually to the Treasurer on the first Monday of April and October and on such other times as the Treasurer requests;
5. Act as the local election authority for all School Board elections;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy, financial reports, publicity, and correspondence.

A permanent vacancy in the office of Secretary is filled by special Board election.

#### **Recording Secretary**

The Board may appoint a Recording Secretary who is a staff member.

If the Secretary is absent from any meeting or is unable to perform the duties of the office, a Secretary Pro Tempore, who may be a member of the Board, shall be appointed.

The Recording Secretary's primary responsibility shall be the keeping of records, in bound books with numbered pages, of all transactions of the School Board in regular and special open meetings. In addition, the Recording Secretary or Superintendent shall record all closed meeting minutes and receive notification from Board members who desire to attend a Board meeting by video or audio means pursuant to Board policy 2:220, School Board Meeting Procedure.

#### **Treasurer**

The Treasurer of the Board shall be either an elected member of the Board who serves a one-year term or an appointed non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. An appointed Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

### **School Board Succession**

A. Temporary Succession

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1. In the temporary absence of the Board President, the Board Vice President will serve as President. If the President ceases to be an active Board member, then the process outlined under permanent succession shall be followed. (Being an inactive Board member means not attending Board meetings, attending to designated Board business, committee work, etc., for a period of at least two months. When this occurs, the Board as a whole may declare that office vacant and the process of permanent succession shall be implemented.)\*
2. When the Vice President is serving as President Pro Tem, a Vice President Pro Tem can be elected by the Board, as needed.
3. When the Vice President is absent, whether or not the President is absent, and a need exists for someone to serve as Vice President, the Board may elect a Vice President Pro Tem, as needed, to serve until the Vice President is present.
4. When the Secretary is absent, a Secretary Pro Tem can be elected by the Board, as needed.

#### B. Permanent Succession

1. a. When an officer of the Board (Vice President or Secretary) resigns from either the officership or from the Board itself, the Board shall elect a new officer(s) to complete the unexpired terms of office of any individual(s) so resigning.
- b. The new officer(s) shall be seated until the Board is formally reorganized with the seating of newly-elected Board members as specified by state statute, or until such time as further resignations from the Board officerships occur.
- c. If an election of a new Board officer(s) cannot be completed at the time of a resignation, then procedures of the temporary succession shall be followed until such time as the Board can elect a new officer(s).
- d. Removal from the Board due to legalities, death, or other means will be treated in the same manner as if a Board member resigns from the Board.
- e. If a Board officer becomes an inactive member of the Board for a period of at least two months (inactive meaning not attending Board meetings, attending to designated Board business, committee work, etc.), but has not resigned his/her officership, then the Board as a whole may declare that office vacant and the process of permanent succession shall be implemented.\*

\*At the two-month point of absence, a certified letter will be sent to the officer by the Board Secretary (or other officer if the secretary is directly involved) with notification that provisions of Policy 2:110 would be in effect immediately.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.  
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1,  
5/10-14, 5/10-16.5, and 5/17-1.

CROSS REF.: 2:80 (Board Member Oath and Conduct) 2.210 (Organizational School Board Meeting)

Adopted 9-16-97  
Revised 6-21-99  
Revised 01-21-03  
Revised 12-18-06