

### **Election of Officers and Duties of Board Members**

At the first regular meeting in which newly elected board members are seated in election years and at the first regular meeting in December in non-election years, the board will elect from among its members a president and a vice president to serve one-year terms. A newly appointed board member will not be eligible to serve as an officer unless a majority of the board has been appointed.

The normal order of business will be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

- A. Welcome and introduction of newly-elected board members by the president.
- B. Call for nominations for president to serve the ensuing year.
- C. Election of a president (roll call vote).
- D. Assumption of office by the new president.
- E. Call for nominations for vice president to serve during the ensuing year.
- F. Election of a vice president (roll call vote).

Unless the majority of the Board is appointed to positions filling vacancies, appointed members will not be elected to a Board officer position. If a board member is unable to continue to serve as an officer, a replacement will be elected immediately. In the absence of both the president and vice president, the board will elect a president pro tempore who will perform the functions of the president during the latter's absence. The superintendent will act as board secretary. In order to provide a record of the proceedings of each board meeting, the superintendent will appoint a recording secretary to the board.

In even-numbered years in June, a legislative representative will be elected who will serve a two-year term.

#### **Duties of President**

The president will preside at all meetings of the board and sign all papers and documents as required by law or as authorized by action of the board. The president will conduct the meetings in the manner prescribed by the board's policies, provided that the president will have the full right to participate in all aspects of board action without relinquishing the chair, including the right to vote on all matters put to a vote.

It will be the responsibility of the board president to manage the board's deliberation so that it will be clear, concise, and directed to the issue at hand; summarize discussion and/or action before moving on to the next agenda item; and to generally manage the meeting so that the agenda is treated in an expeditious manner.

The president will be the official recipient of correspondence directed to the board and will provide, or cause to be provided to other board members and the superintendent, copies of all correspondence received on behalf of the board.

The president is authorized to consult with the superintendent on issues prior to presentation to the full board and perform tasks to facilitate board meetings.

In dealing with the media and the public in general, the president or his/her designee will serve as the spokesperson of the board. The president is authorized to report and discuss those actions which have been taken and those decisions made by the board as a body. The president will avoid speculating upon actions or decisions which the board may take but has not yet taken.

The president will confer with the superintendent regarding board meetings, study sessions and board retreat planning.

#### Duties of Vice President

The vice president will preside at board meetings in the absence of the president and will perform all of the duties of the president in case of his/her absence or disability.

#### Duties of Legislative Representative

A legislative representative will serve as the board's liaison with the Washington State School Directors' Association Legislative Assembly. The legislative representative will assume office July 1st in an even year for a two-year period. The legislative representative will attend Washington State School Directors' Association Assemblies, conveying local views and concerns to that body and participating in the formulation of state legislative programs. The legislative representative will monitor proposed school legislation and inform the board of the issues.

#### Duties of Individual Board Members

The authority of individual board members is limited to participating in actions taken by the board as a whole when legally in session. Board members will not assume responsibilities of administrators or other staff members. The board or staff will not be bound in any way by any action taken or statement made by any individual board member except when such statement or action is pursuant to specific instructions and official action taken by the board.

Each board member is encouraged to participate in setting agenda topics. Each member will review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item.

Each member is obligated to attend board meetings regularly. Whenever possible, each director will give advance notice to the president or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a director's absence from a meeting if requested to do so. The board may declare a board member's position vacant after four consecutive unexcused absences from regular board meetings.

Each member is encouraged to participate in committees of both the board and the district.

Legal References:	RCW 28A.343.390	Quorum-Failure to attend Meetings
	28A.320	Provisions applicable to all districts
	28A.330.100	Additional powers of the board
	28A.330.030	Duties of president
	28A.330.080	Payment of Claims-Signing of Warrants
	28A.330.200	Organization of the board – Assumption of superintendent's Duties by board member, when
	28A.330.040	Duties of vice-president

April 24, 2001  
Revised April 2, 2008  
Revised: June 22, 2010  
Revised: October 4, 2011