

## BOARD OFFICERS

The Board of Education shall annually elect the following Board officers from among its members at the organizational meeting of the Board, which is to be held on or within 30 days after the fourth Monday in April. Board officers shall consist of a President, Vice President, Clerk and Treasurer. If there is only one nominee for an officer position, voting shall be done by voice vote. If there is more than one nominee for an officer position, voting shall be done by secret ballot. 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.

### DUTIES OF THE OFFICERS:

The President shall:

1. Serve as chairperson of all Board meetings and be responsible for seeing that minutes are properly recorded, approved, and signed.
2. Countersign all checks and other orders for the disbursement of District funds.
3. Defend the District from actions brought against it and prosecute actions brought by the District.
4. Prepare the agenda for all regular and special Board meetings, in consultation with the Superintendent.
5. Ensure that public notice is given for all meetings of the Board.
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 other duties as required by law or assigned by the Board.

The Vice President shall:

1. In the absence of the President, discharge the duties and responsibilities of the President.
2. Perform other duties as required by law or assigned by the Board.

The Clerk shall:

1. Be responsible for recording of all proceedings of all 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 School Board members.
4. Report the name and address of all board members to the Clerk and Treasurer of each municipality having territory within the School District within 10 days of their election or appointment.
5. Draw orders upon the 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 the contract between him/her and the School Board.
8. Deliver annually on or before November 10 to the Clerk of each municipality having territory within the School District, a certified statement showing that proportion of the amount of taxes levied.
9. Notify the proper postmaster of the name and location of any new school(s) and the proper disposition of mail addressed to it.
10. File a timely and verified annual school district report with the Department of Public Instruction.
11. Perform other duties as required by law or assigned by the Board.

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 apply for, receive and sue for all money appropriated to or collected for the school district and disburse the same in accordance with State statute.
7. Perform such other duties as required by law or assigned by the Board.

#### **DELEGATION OF BOARD OFFICER DUTIES**

Although board officers may delegate certain ministerial or administrative tasks associated with the performance of their duties to another board member or a school district employee, they cannot delegate power and authority. Regardless of the decision to delegate any ministerial or administrative tasks, the board officer is ultimately responsible for any duty or obligation assigned to him/her.

Legal References: Wisconsin State Statutes 17.13, 19.88(2), 120.05, 120.06, 120.11(2), 120.15, 120.16, and 120.17

Adoption Date: November 27, 1989

Amended Date: March 9, 2020

## BOARD OFFICER ELECTION PROCEDURES

If there is only one nominee for an officer position, voting shall be done by voice vote. If there is more than one nominee for an officer position, voting shall be done by secret ballot. 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 current ranking officer shall preside 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. The nominees shall be asked to accept or decline the nomination. Once the nominees for the particular round of voting are clearly established, a vote shall be taken by the method specified above. All Board members who are participating in the meeting, including all nominees for the officer position in question, shall cast a vote.
2. If a nominee earns a majority of the votes cast for the officer position in question, the position is filled and the process begins anew for the next officer position until all officer positions are filled. If no nominee earns a majority of the votes cast, the voting process repeats for that position. 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.

Adoption Date: March 9, 2020