

Board Officers and Duties of Board Members

Purpose

This policy describes the officer positions, duties and obligations of the Valley School District Board of Directors.

Scope

This policy applies to the Board of Directors, Superintendent, Executive Assistant, staff and community members.

Policy

1. ELECTION OF OFFICERS

- 1.1. At the annual organizational meeting in December, the Board will elect from among its members a President/Chair and a Vice President to serve one-year terms. A majority vote by oral roll call of members elects a nominee. A newly-appointed Board member will not be eligible to serve as an officer unless a majority of the Board has been appointed.
- 1.2. 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 the vice president, the Board will elect a president pro tempore who will perform the functions of the president during the latter's absence.
- 1.3. In even-numbered years at the December meeting, the Board will elect from among its members a legislative representative to serve a two-year term.

2. PRESIDENT/CHAIRPERSON

- 2.1. The president presides at all meetings of the Board of Directors and conducts the meetings in the manner prescribed by the Board's policies. The president signs all papers and documents as required by law or as authorized by action of the Board. The president/chair has 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.
- 2.2. The president is responsible for managing the Board's deliberation so that it will be clear, concise, and directed to the issue at hand; summarizing discussion and/or action before moving on to the next agenda item; and generally managing the meeting so that the agenda is treated in an expeditious manner.
- 2.3. 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 the correspondence received on behalf of the Board.
- 2.4. The president is authorized to consult with the Superintendent on issues such as Board meeting, study session and Board retreat planning prior to presentation to the full Board, and perform tasks to facilitate Board meetings.

2.5. 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.

3. VICE PRESIDENT

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

4. LEGISLATIVE REPRESENTATIVE

4.1. The legislative representative serves as the Board's liaison with the Washington State School Directors' Association (WSSDA) on legislative issues. The legislative representative will represent the Board at WSSDA's Legislative Assembly, conveying local views and concerns to that body and, when appropriate, obtaining the Board's support for a legislative proposal to be submitted to the Assembly and supporting it at the Assembly. The legislative representative will monitor proposed school legislation, and provide legislative updates periodically at board meetings. Additionally, he/she will build relationships with local policy makers regarding WSSDA's legislative positions and priorities.

5. DUTIES OF INDIVIDUAL BOARD MEMBERS

5.1. 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 responsibility 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.

5.2. Each board 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.

5.3. Each Board 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 in accordance with Policy #1450-Board Member Absences.

6. SECRETARY OF THE BOARD

The Superintendent will serve as secretary of the Board. The Superintendent and his/her designee(s) are responsible for the duties prescribed by RCW 28A.330.050 and RCW 28A.400.030, including maintaining an accurate record of all Board meeting proceedings, managing the Board's books and documents, preparing agendas and sending out notices of meetings and other relevant communications to Board members and the public. The

Superintendent or designee will direct all expenditures and purchases authorized by the Board, submit reports and other supplementary documentation to the Board, Educational Service District, and state and federal agencies as required by law.

Related Procedures

1400P1-Meeting Conduct

Policy Cross References

1111-Oath of Office

1400-Meeting Conduct, Order of Business and Quorum

1420-Meeting Agendas

1450-Board Member Absences

1620-The Board/Superintendent Relationship

1633-Superintendent Duties and Responsibilities

Policy Legal References

RCW 28A.330.030 – Duties of president

RCW 28A.330.040 – Duties of vice-president

RCW 28A.330.080 – Payment of claims — Signing of warrants

RCW 28A.330.200 – Organization of the board — Assumption of superintendent’s duties by board member, when

RCW 28A.343.390 – Quorum — Failure to attend meetings

Management Resources

Policy & Legal News, April 2017 – Other Updates

Policy History

Action:	Date:
Approved by the Board	Unknown
Revised	January 17, 2018
Revised	
Revised	

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