

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 (4th) Monday in April. Voting for Board officers shall be done by nomination and voice vote, unless a secret ballot process is requested. The officers shall be elected in the following order: President, Vice-President, Treasurer, and Clerk. A Board of Education Secretary, who need not be a member of the School Board, will be appointed annually following the Annual Meeting.

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 (or other eligible individual for the office of Secretary) 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 district policies and rules.

Board officers shall perform the following duties:

The President shall:

1. Prepare the agenda for all regular and special board meetings, in consultation with the District Administrator.
2. Appoint all standing Board committees, whose appointments are not otherwise provided for, and any other committees as determined necessary by the Board.
3. Ensure that public notice is given for all meetings of the Board.
4. Preside at all Board meetings and see that the minutes are properly recorded, approved, and signed.
5. Countersign all checks and other orders for the disbursement of District funds.
6. Defend the District from actions brought against it and prosecute actions brought by the District.
7. Serve as spokesperson for 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.

The Vice President shall:

1. In the absence of the President, the Vice President shall act as chairperson of school board meetings.
2. Perform such other duties as assigned by the Board.

The Clerk shall:

1. Have the care and custody of the records, books, and documents of the Board. Draw orders on the school district treasurer as directed by an annual or special meeting or the school board and record all orders drawn on the school district treasurer.
2. Shall cause to be entered in the record book provided by the Board, the minutes of its meetings, orders, resolutions, and proceedings.
3. Furnish each teacher with a copy of the contract between him/her and the school board.
4. Before the spring election, appoint two citizens at large to serve as the board canvassers. If the district clerk is a candidate at the election being canvassed, the other two members shall designate a third member.
5. Report the name and post office address of each officer of the school district, within ten days after the election or appointment of the officer, to the clerk and the treasurer of each municipality having territory within the school district.
6. Annually, as specified by statute, deliver to the clerk of each municipality a certified statement showing that proportion of the amount of taxes voted to be collected in such year, if any, for the annual payment of any loan of the school district.
7. Within five days after receipt of notification from the school board of the name of a new school, notify the post-master of the name and address. On school vacations, the clerk shall direct what disposition shall be made of the mail.
8. Have authority to administer the oath of office to school board members.
9. Act as clerk and record the proceedings of annual and special meetings.
10. Enter in the record book copies of all of the school district clerk's reports to the municipal clerks and the certificate of the proceedings of a meeting returned by a temporary school district clerk.
11. Perform such other duties as required by law or assigned by the Board.

The Treasurer shall:

1. Deposit all moneys belonging to the district in accordance with the instructions of the Board and in compliance to state law.
2. Apply for, receive and sue for all money appropriated to or collected for the school district and disburse the same in accordance with State Statutes 120.16(2) and 66.042. Disburse money upon written order of the clerk after vouchers have been filed.
3. Enter in his/her account books all money received and disbursed by him/her, specifying the source from which it was received, the person to whom it was paid and the object or which it was paid.

4. Present to the annual meeting a written statement of all monies received and disbursed during the preceding year.
5. Deposit all funds of the school district in a public depository deposit designated by the school board under State Statute 120.12(7).
6. Withdraw funds of the school district under State Statutes 120.16(6) and 66.042.
7. Perform duties in collaboration with the business manager.
8. Perform such other duties as required by law or assigned by the Board.

LEGAL REF.: 120.05(1)(c), 120.06(8), 120.15, 120.16, 120.17

CROSS REF.: 133, Board Vacancies

ADOPTED: 08/06/12