

## **Board of Education**

### **Nominations, Qualifications, Term, and Duties of Board Officers**

The Board of Education officers are: President and Vice President. The Board will employ a full-time secretary, and will designate the comptroller or another member of the administration recommended by the Superintendent, to serve as Treasurer. The President and Vice President are elected in July at the Board's organizational meeting. The Secretary and Treasurer are appointed at that time.

#### **President**

The Board of Education elects a President from its members for a 1-year term. Any member with one full year of experience on the Board will be eligible to serve as president. The duties of the President are:

1. Preside at all meetings;
2. Make all Board committee appointments, unless specifically stated otherwise.
3. Represent the Board on other boards or agencies;
4. Serve as chairperson of the Education Officers Electoral Board which hears challenges to Board of Education candidate nominating petitions;
5. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
6. Call special meetings of the Board;
7. Review appeals of record access requests that were denied;
8. Ensure that a quorum of the Board is physically present at all Board meetings
9. Administer the oath of office to new Board members; and
10. 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 Board of Education elects a Vice President from its members for a 1-year term. Any member with one full year of experience on the Board will be eligible to serve as vice president. 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.
4. Annual board travel discussion

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

#### **Canvassing and Election Procedures**

Prior to the second meeting in June, the Board Secretary will prepare and submit to the Board a list of board members eligible and willing to hold the office of the president and vice president. Each member of the Board holding office in the new fiscal year will be contacted in order to determine a candidate for president and vice president who will have the support of the majority of the board members. Prior to the July reorganization meeting the Board secretary will report to the Board the support of each candidate for office.

At the reorganization meeting in July a chairman pro tem shall be chosen and the board shall proceed to the election of a president and vice president, and the appointment of the secretary, assistant secretary, treasurer, controller and general counsel. Nominations for president and vice-president will be made from the floor. The term of office in each case shall begin upon their election and qualification and shall continue for the period of the fiscal year or until their successors shall be respectively elected and qualified. The secretary, assistant secretary, treasurer, controller and general counsel shall receive such compensation as the Board shall prescribe.

#### Secretary

The Secretary shall be a non-board member who serves at the Board's pleasure. The Secretary may receive reasonable compensation, as fixed by the Board at least 180 days before the beginning of the 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;
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. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
6. Act as the local election authority for all School Board elections;
7. Arrange public inspection of the budget before adoption;
8. Publish required notices;
9. Sign official District documents requiring the Secretary's signature; and
10. Maintain Board policy, financial reports, publicity, and correspondence.

#### Treasurer

The Treasurer of the Board shall be either an elected member of the Board who serves a 1-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:

- Be at least 21 years old;
- Not be a member of the County Board of School Trustees; and
- 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.

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 Board of  
Education Meeting)

ADOPTED: June 19, 2006

REVISED: October/2011