

Standish-Sterling Community School District
Standish, Michigan 48658

Board Policy

RE: BOARD OF EDUCATION OFFICERS

RATIONALE

The Board of Education has developed procedures whereby it can conduct its business in an orderly manner. The Michigan School Code designates the duties of the officers of the Board of Education. This policy provides guidelines for the selection and duties of officers of the Board of Education.

BOARD OFFICERS AND RESPONSIBILITIES

1. The **President of the Board of Education** shall:
 - a. Preside at meetings of the Board of Education and be responsible for the orderly conduct of such meetings.
 - b. Appear on behalf of the Board in all actions brought by or against the Board, unless individually part of the action in which case this duty will be performed by the Vice- President.
 - c. Sign all legal documents requiring signature of the Board of Education based on approval of the Board of Education.
 - d. Consult with the superintendent in planning the agenda.
 - e. Appoint trustees as members of Board committees.
 - f. Confer with the superintendent on crucial matters which occur between board meetings.
 - g. Act as spokesperson for the Board unless this responsibility is delegated to others. Comments should be based on the official position of the Board of Education.
 - h. Call special meetings of the Board as required and direct appropriate notice to be provided to other members of the Board of Education.
 - i. Perform other duties as required by law or by the Board of Education
2. The **Vice-President of the Board of Education** shall:
 - a. Preside at meetings of the Board of Education when the president is unable to attend.
 - b. Perform other duties as required by law or by the Board of Education
 - c. In the case of a vacancy in the office of president, succeed to the office of President of the Board for the balance of the unexpired term.
3. The **Secretary of the Board of Education** shall:
 - a. Act as clerk at meetings of the Board.
 - b. Record and sign the minutes of meetings, orders, resolutions, and other proceedings of the Board of Education.
 - c. Be the chief election officer of the school district with the authority to delegate election duties to a member of the administrative staff.
 - d. Perform other duties as required by law or by the Board of Education.

4. The Treasurer of the Board of Education shall:
 - a. Have care and custody of all monies of the school district. The treasurer shall deposit funds of the district with a bank or banking corporation or trust company designated by the Board in the manner and proportion directed by the Board.
 - b. Since the treasurer does not directly handle money, the Board grants authority for the direction of school district funds to the appropriate school district personnel. School personnel who are connected with the administration of funds shall be bonded with the cost of such surety bond to be paid by the district.
 - c. Perform other duties as required by law or by the Board of Education.

GENERAL GUIDELINES

1. Officers will be elected to term of one year at the annual organizational meeting which is held in July of each year.
2. The members of the Board of Education will elect a President, Vice-President, Secretary and Treasurer from the currently seated trustees.
3. Effective July 1, 1994 the Board has indicated that no individual shall hold the same Board office for more than two consecutive terms.
 - a. A trustee serving out the unexpired term of another officer shall still be permitted to serve two complete terms in addition to the unexpired term.
 - b. A person may return to a specific office if there has been a break in the consecutive sequence of service in the office.
 - c. This provision will be waived in the event that other trustees decline to serve and a position would otherwise be vacant. A person accepting the office under these waiver conditions will be considered to be at the start of a non-consecutive term.

This policy is effective March 14, 1994.

This policy reviewed by the Board of Education on February 12, 1996

Legal Reference: MCL 380.121 through 380.125

Claude L. Inch, Superintendent of Schools

PRC:BCCA