

Raymond School District Policy - BDB

BOARD OFFICERS

The officers of the School Board shall be a Chairperson, a Vice-Chairperson and a Secretary. The officers shall be elected at the annual organization meeting to serve until the next annual organization meeting or until a successor is elected. Any vacancy in any of such offices may be filled at any meeting of the Board provided that all members of the Board have been notified prior to the meeting that the vacancy will be filled at such meeting. The Superintendent is the chief executive officer and an ex-officio member of the School Board and shall be the Executive Secretary *ex-officio*. If the Chairperson loses his/her election or does not run for re-election, the Vice-Chairperson shall serve as Chair during the organizational meeting. In the event there are no officers at the annual organizational meeting, the Superintendent shall preside until the Chairperson is elected.

CHAIRPERSON:

The Board elects an outstanding leader as Chairperson of the Board. The School Board does not rotate the chairmanship each year. The Chairperson shall preside at all meetings and shall not originate or second motions; however, the Chairperson shall have the right to vote on all matters before the Board. The Chairperson shall review each meeting agenda prepared by the Superintendent, and approve the final agenda. The Chairperson shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf. The Chairperson's responsibilities include: serve as leader and manager of the School Board; lead in the evaluation of the Superintendent; cooperate with the Superintendent in the orientation of new Board members; discipline the Board when necessary; provide orientation to the new Chairperson when elected; appoint or provide for the election of all committees of the School Board, and be an ex-officio member of all such committees; and have such other powers and duties as the Board may from time to time determine.

VICE-CHAIRPERSON:

The Vice-Chairperson shall have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

SECRETARY:

The Secretary shall be responsible for Board correspondence when directed by the Chairperson. The secretary shall have the powers and duties of the Chairperson in the absence of both the chairperson and the vice-chairperson for the duration of the disability.

Adopted: April 7, 1971
R/R: 9/6/79, 4/21/88, 5/21/98
Revised: June 6, 2002
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