

## **Board of Education**

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

The Board of Education officers are: President, Vice President, Secretary, and Treasurer.

#### **President**

The Board of Education elects a President from its members for a two-year term. The duties of the President are:

1. Preside at all meetings;
2. Make all Board committee appointments with the consent and approval of the Board;
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. Serve as the Board's official spokesperson to the media, providing accurate information about the decisions of the Board of Education as well as the minority opinions of individual board members.

The President is permitted to participate in all meetings in a manner equal to all other Board members.

A temporary or permanent vacancy in the Presidency is filled by the Vice President.

#### **Vice President**

The Board of Education elects a Vice President from its membership for a two-year term.

The Vice President performs the duties of the President if:

- the office of President is vacant;
- the President is absent;
- the President is unable to perform the office's duties.

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

### Secretary

The Secretary shall be a member of the Board who serves a two-year term. The Secretary may receive reasonable compensation as fixed by the Board before his/her election. Compensation of a Board Member serving as Secretary may not exceed \$500 per year.

The Secretary shall perform or delegate the following duties:

1. Post notice for Board meetings;
2. Keep Board meeting minutes;
3. Prepare Board meeting agendas and provide them, along with prior meeting minutes, to Board Members before the next meeting;
4. Mail meeting notification and agenda to news media who have officially requested copies;
5. 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;
6. 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;
7. Act as the local election authority for all school elections;
8. Arrange public inspection of the budget before adoption;
9. Publish required notices;
10. Sign official District documents requiring the Secretary's signature; and
11. Maintain Board policy, financial reports, publicity, and correspondence.

A permanent vacancy in the office of Secretary is filled by special Board election.

### Recording Secretary

The Board may appoint a Recording Secretary. The Recording Secretary shall be a staff person and shall serve with compensation. The Recording Secretary's compensation shall be established prior to the appointment.

If the Secretary is absent from any meeting or is unable to perform the duties of the office, a Secretary Pro Tempore who may be a member of the Board of Education shall be appointed.

The primary responsibility of the Recording Secretary shall be the keeping of records in bound books with numbered pages of all transactions of the Board of Education in regular and special open meetings. All minutes recorded in closed meeting of the Board shall be recorded by the Recording Secretary or designee of the President.

Treasurer

The Treasurer of the Board shall be an appointed non-Board member who serves at the Board's pleasure. The Treasurer shall be a staff person and compensation shall be established prior to 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.

Should the office become vacant because of the Treasurer's death, resignation, or removal from office, the Board of Education shall appoint a successor.

Should the Treasurer become temporarily incapacitated by illness, absent from the District, or prevented from performance of duties by any other cause, the Board of Education shall appoint an acting Treasurer. The acting Treasurer shall serve until the Board determines that the Treasurer's temporary incapacity no longer exists.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.: 5 ILCS 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, and 5/17-1 [Ill. Rev. Stat., ch. 122, ¶¶ 8-1, 8-2, 8-3, 8-6, 8-16, 8-17, 10-1, 10-5, 10-7, 10-8, 10-13, 10-13.1, 10-14, 17-1].

CROSS REF.: 2.210 (organizational meeting)

Adopted: October 11, 1995

Revised: March 8, 2000