

## **Board Officers and Duties of Board Members**

### **President**

The president presides at all meetings of the board and signs all papers and documents as required by law or as authorized by action of the board. The president conducts the meetings in the manner prescribed by the board's policies. The president has the full right to participate in all aspects of board action without relinquishing the chair, including the right to vote on all matters put to a vote.

It is the responsibility of the board president to manage the board's deliberation so that it will be clear, concise, and directed to the issue at hand; to summarize discussion and/or action before moving on to the next agenda item; and to generally manage the meeting so that the agenda is treated in an expeditious manner.

The president will be the official recipient of correspondence directed to the board and will provide, or cause to be provided to other board members and the superintendent, copies of the correspondence received on behalf of the board.

The president is authorized to consult with the superintendent on issues such as board meeting, study session and board retreat planning prior to presentation to the full board and perform tasks to facilitate board meetings.

In dealing with the media and the public in general, the president or his/her designee will serve as the spokesperson of the board. The president is authorized to report and discuss those actions which have been taken and those decisions made by the board as a body. The president will avoid speculating upon actions or decisions which the board may take but has not yet taken.

### **Appointment of President**

At the annual organizational meeting (see Policy 1210), the board will elect from among its members a president to serve a one-year term. A board member may not serve more than two consecutive terms as president. A newly appointed board member will not be eligible to serve as president unless a majority of the board has been newly appointed.

If a board member is unable to continue to serve as president, a replacement will be elected immediately. In the absence of both the president and the vice president, the board will elect a president pro tempore who will perform the functions of the president during the latter's absence.

### **Vice President**

The vice president will preside at board meetings in the absence of the president and will perform all of the duties of the president in case of his/her absence or disability.

### **Appointment of Vice President**

At the annual organizational meeting (see Policy 1210), the board will elect from among its members a vice president to serve a one-year term. A board member may not serve more than

two consecutive terms as vice president. A newly appointed board member will not be eligible to serve as vice president unless a majority of the board has been newly appointed.

If a board member is unable to continue to serve as vice president, a replacement will be elected immediately.

### **Secretary**

The superintendent will act as board secretary and perform all the duties as outlined by law. In order to provide a record of the proceedings of each meeting of the board, the superintendent will appoint a recording secretary of the board.

### **Legislative Representative**

A legislative representative serves as the board's liaison with the Washington State School Directors' Association Legislative Assembly. The legislative representative will attend Washington State School Directors' Association Assemblies, conveying local views and concerns to that body and participating in the formulation of state legislative programs. The legislative representative will monitor proposed school legislation and inform the board of the issues. If the board has an active Legislative Committee (see Policy 1240 and Procedure 1240P), the Legislative Representative will occupy one of the two board positions on that committee.

### **Appointment of Legislative Representative**

At the annual organizational meeting (see Policy 1210), the board will elect from among its members a legislative representative to serve a one-year term. Due to the various details involved in this position, though not required, board members are encouraged to consider serving a second year. This policy does not preclude board members from serving additional consecutive terms, however, if other board members are interested in the position, those who have already served two or more consecutive years in the position are strongly encouraged to not seek re-appointment at that time.

### **Individual Board Members**

The authority of individual board members is limited to participating in actions taken by the board as a whole when legally in session. Board members will not assume responsibilities of administrators or other staff members. The board or staff will not be bound in any way by any action taken or statement made by any individual board member except when such statement or action is pursuant to specific instructions and official action taken by the board.

Each board member will review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item.

Each member is obligated to attend board meetings regularly. Whenever possible, each director will give advance notice to the president or superintendent of his/her inability to attend a board meeting.

Cross References:	Board Policy 1450	Absence of a Board Member
	Board Policy 1210	Annual Organizational Meeting
	Board Policy 1240	Board Committees
Legal References:	RCW 28A.330.030	Duties of president
	RCW 28A.330.040	Duties of vice-president
	RCW 28A.330.080	Payment of Claims — Signing of warrants
	RCW 28A.330.100	Additional powers of the board
	RCW 28A.330.200	Organization of the board — Assumption of superintendent's duties by board member, when Directors — Quorum — Failure to attend meetings
	RCW 28A.343.390	
Management Resources:		
	<i>Policy News</i> , December 2007	Role of the School Board President

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