

Northshore School District

BOARD POLICY

No. 1210

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THE BOARD OF DIRECTORS

Officers of the Board

President

The president shall preside at all meetings of the board and sign all papers and documents as required by law or as authorized by action of the board. The president shall conduct the meetings in the manner prescribed by the board's policies, provided that the president shall have 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 shall be the responsibility of the board president to guide the board's deliberation so that it shall 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 manage the meeting so that the agenda is treated in an expeditious manner.

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

When time and circumstance demand an immediate decision from the board, and the board has no opportunity to confer, the president is authorized to make decisions on behalf of the board provided, however, that the decision shall be communicated as soon as practical thereafter to all members of the board for review and ratification.

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 that have been taken and those decisions made by the board as a body. The president shall avoid speculating upon actions or decisions that the board may take but has not yet taken.

The president shall confer with the superintendent regarding sensitive issues that need immediate attention. When appropriate, the president will confer with individual board members when other opinions should be sought.

Vice President

The vice president shall preside at board meetings in the absence of the president and shall perform all of the duties of the president in case of his/her absence or disability. The vice president or his/her designee shall also, when appropriate, provide oversight on behalf of the board regarding community member appointments to district committees and task forces.

Secretary

The superintendent, as board secretary, shall be responsible for the following:

1. Maintaining an accurate and complete record of all board proceedings;
2. Taking charge of the board's books and documents;
3. Drawing and signing all warrants authorized by the board;
4. Sending out notices of meetings and other relevant communications to board members and the public;
5. Preparing agendas and supplementary documents as authorized by the board;
6. Submitting required reports to the educational service district and to state and national agencies;
7. Authorizing the investment of district surplus funds by the county treasurer; and
8. Carrying out other duties as directed by the board and required by law.

Cross References:

WSSDA Policy No. 1220, Board officers and duties of board members

Policy No. 1230, Secretary

Legal References:

RCW 28A.330.030 Duties of president

RCW 28A.330.080 Payment of claims - signing of warrants

RCW 28A.330.200 Organization of the board

RCW 28A.330.040 Duties of vice president

Adopted by the Board: October 26, 1992

Revised: 11/27/01, 8/25/09

Reaffirmed: 2/13/07; 1/24/12