



8300

Duties of Board Officers

Policy 8300

Original Adoption: (formerly Policies 9210, 9220, 9240) 04/25/1967
Revision Dates: 12/12/1972, 08/11/2009, 01/11/2011

Effective Date: 01/11/2011

I. PURPOSE

The purpose of this policy is to delineate the duties, responsibilities and authority of the duly elected Officers of the Board of Directors.

II. CHAIRPERSON

- A. The chairperson, when present, shall preside at all meetings of the Board of Directors. in the absence of the chairperson:
1. If the vice chairperson is in attendance, the vice chair shall preside at the meeting.
 2. if the vice chair is not in attendance, the clerk shall preside at the meeting.
 3. if the clerk is not in attendance, the treasurer shall preside at the meeting.
- B. The chairperson shall represent the district in all actions and perform all the duties usually incumbent on such an officer.
- C. In case of the absence, inability or refusal of the clerk to perform any of that office's duties, the chairperson may perform those duties, or may appoint a clerk pro tempore for that purpose.
- D. In the case of the absence, inability or refusal of the treasurer to perform any of that office's duties, the chairperson shall appoint a treasurer pro tempore for that purpose.
- E. The chairperson shall act as the official spokesperson of the Board of Directors.
- F. The chairperson shall respond on behalf of the Board in a timely manner to inquiries, requests, and correspondence directed to the Board as a whole.
- G. The chairperson shall communicate with other directors regarding emergency matters and seek consensus on resolution of those matters, following the requirements of call and notice of emergency meetings.
- H. The chairperson is not prohibited from offering resolutions, making or seconding motions, engaging in discussion or debate, or voting.



- I. The chairperson shall chair the executive committee of the Board, which consists of the duly elected officers of the Board and the Superintendent of Schools.

III. VICE CHAIRPERSON

- A. The vice chairperson shall preside over any duly called and noticed meeting of the Board of Directors at which the Chairperson is not in attendance.
- B. The vice chairperson shall act in the place of the chairperson for any of the chairperson's described duties in the case of the inability of the chair to act due to illness, incapacity or emergency.
- C. The vice chairperson shall execute such other duties as may be assigned from time to time by the chairperson.

IV. CLERK

- A. The clerk shall keep a record of all meetings of the district, the Board of Directors, and the committees of the Board of Directors.
- B. The clerk shall notify all persons elected to the Board of their election.
- C. The clerk shall perform all other duties specified by law.
- D. The clerk shall act as time-keeper during delegations to the Board.

V. TREASURER

- A. The treasurer shall cause the funds of the district to be deposited in the official depository.
- B. The treasurer shall cause the creation of all reports which may be called for by the Board and shall be responsible to provide for the payment of money authorized by a majority vote of the Board.
- C. The treasurer shall perform all such duties as are otherwise required by law.

VI. OFFICERS APPOINTED PRO TEMPORE

- A. The term of office of offices appointed pro-tempore by the chair, or vice chairperson acting as chair in the chair's absence, is the duration of the meeting at which the officer is appointed, or until the arrival of the elected officer, whichever is shorter.



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- B. Officers appointed pro-tempore shall have the same rights and responsibilities as the duly elected officer during their term of appointment.
 - C. Officers appointed pro-tempore are charged with additional responsibility to inform the duly elected officer of actions taken that do not appear in official minutes of the meeting.

VI. RESIGNATION, REMOVAL AND REPLACEMENT OF OFFICERS

- A. An officer may resign by submitting a written statement resigning the office to which they have been elected by the Board to the Clerk. The Clerk shall submit a resignation to the Chair.
 - 1. The officer receiving the resignation shall request the placement of the information as an agenda item at the next scheduled meeting of the Board.
 - 2. An officer may resign their office without simultaneously resigning their directorship.
- B. An officer may be removed by action of a majority of the remaining directors for cause at a regularly called and noticed meeting. The removal of an officer shall be included in the proposed agenda for the meeting. Removal from a board office shall not constitute removal from the Board. Cause shall include, but is not limited to:
 - 1. Failure to attend three consecutive regularly scheduled board meetings without a reasonable excuse;
 - 2. Refusal to perform the duties of the office on more than two occasions;
 - 3. Malfeasance in the execution of the duties of the office.
- C. In the event the officer proposed to be removed is the chairperson, the vice chairperson shall preside over the motion to remove the chairperson.
- D. An election of a replacement for a resigned or removed officer shall be held at the same meeting at which the resignation is announced or the removal is completed, following the regular procedure for the election of officers.

Legal References:

Minn. Stat. §123B.14 (Officers of Independent School Districts)
Minn. Stat. 128D.04 (District Like Independent Districts; Exception)

Cross References:

MPS Policy 1150 (Media Relations)
MPS Policy 8110 (Purposes and Role of the Board)
MPS Policy 8140 (Election of Officers)
MPS Policy 8230 (Parliamentary Procedure)