

School Board

Qualifications, Terms, and Duties of Board Officers

The Board officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

The Board elects a President from its members for a 1-year term. The duties of the President are to:

1. Focus the Board meeting agendas on appropriate content and preside at all meetings;
2. Make all Board committee appointments, unless specifically stated otherwise;
3. Attend and observe any Board committee meeting at his or her discretion;
4. Represent the Board on other boards or agencies;
5. Serve as chairperson of the Education Officers Electoral Board which hears challenges to Board candidate nominating petitions;
6. Sign official District documents requiring the President's signature, including Board Minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as *the head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members; and
11. Serve as the Board's official spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board elects a Vice President from its members for a 1-year term. The Vice President performs the duties of the President if:

1. the office of President is vacant;
2. the President is absent; or
3. the President is unable to perform the office's duties.

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

Secretary

The Board appoints a Secretary for a 1-year term. The secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation, as determined by the Board before being appointed. However, if the secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board. The duties of the Secretary are to:

1. Keep meeting minutes for all Board meetings and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. 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;

4. 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;
5. Act as the local election authority for all Board elections;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy, financial reports, publicity, and correspondence.
10. Perform the duties of Recording Secretary as listed below:
 - a. Assemble Board meeting materials and provide it, along with prior meeting minutes, to Board members before the next meeting.
 - b. Keep records, in bound books with numbered pages, of all transactions of the Board in regular and special open meetings.
 - c. Receive notification from Board members who desire to attend a Board meeting by video or audio means.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. If the Secretary is absent from any meeting or refuses to perform the duties of the office, the Board appoints a secretary pro tempore, who may or may not be a Board member. A permanent vacancy in the office of Secretary is filled by special Board election.

Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a 1-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. be at least 21 years old;
2. not be a member of the County Board of School Trustees; and
3. have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Be bonded through the district;
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.

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

LEGAL REF.: 5 ILCS 120/7 and 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, 5/10-16.5 and 5/17-1.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:210 (Organizational School Board Meeting)

Adopted by the Board of Education September 2001
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