



## **Board of Directors - Series 1000**

### **Board Officers and Duties of Board Members - 1220**

#### **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, including the right to vote on all matters put to a vote.

It shall be the responsibility of the Board President to manage the Board's deliberation so that it shall be clear, concise, and directed to the issue at hand; 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 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.

The President is authorized to consult with the Superintendent on issues 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 shall avoid speculating upon actions or decisions which the Board may take but has not yet taken.

The President shall confer with the superintendent regarding Board meeting, study session and Board retreat planning.

#### **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.

## **State Legislative Representative**

The Legislative Representative shall serve as the Board's liaison with the Washington State School Directors' Association Legislative meetings. The Legislative Representative may 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 shall monitor proposed school legislation and inform the Board of the issues.

## **Federal Legislative Representative**

The Federal Legislative Representative may serve as the Board's liaison with the National School Board Association. The Legislative Representative may attend National School Board meetings, conveying local views and concerns to that body and participating in the formulation of federal legislative programs. The Legislative Representative shall monitor proposed school legislation and inform the Board of the issues.

## **Duties of 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 shall not assume responsibilities of administrators or other staff members. The Board or staff shall 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 shall 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 shall give advance notice to the president or Superintendent of his/her inability to attend a Board meeting. A majority of the Board may excuse a director's absence from a meeting if requested to do so. The Board may declare a Board member's position vacant after four consecutive unexcused absences from regular Board meetings. (See Policy 1450)

## **The Media**

1. The Superintendent is responsible for communication of official District positions to the media. The manner of preparation and release of the information is within the discretion of the Superintendent, who is encouraged to seek advice from the Board. The Superintendent shall advise the Board of the nature and content of the communication, where practical, in advance.

2. There will also be occasions when the Board President communicates the Board of Directors' position.
3. Directors may state personal positions as long as they make it clear they are not speaking for the Board or the District.

**Legal References:**

<u>RCW 28A.343.390</u>	Directors--Quorum--Failure to attend meetings may result in vacation of office
<u>RCW 28A.320</u>	Provisions applicable to all districts
<u>RCW 28A.330.100</u>	Additional powers of the Board
<u>RCW 28A.330.030</u>	Duties of President
<u>RCW 28A.330.080</u>	Payment of Claims--Signing of warrants
<u>RCW 28A.330.200</u>	Organization of the Board
<u>RCW 28A.330.040</u>	Duties of Vice-President

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