

## School Board

### Qualifications, Term, and Duties of Board Officers

The School Board officers are: President, Vice-President, Secretary, and Treasurer.

#### President

The School Board elects a President from its members for a 2-year term -- except for the term of the President elected at the organizational meeting in November, 2001, which will expire at the organizational meeting in April, 2003. The duties of the President include:

1. Preside at all meetings;
2. Make all Board committee appointments, unless so prohibited by a majority of the Board;
3. Be an ex-officio member of all Board committees;
4. Serve as chairperson of the Education Officers Electoral Board, which hears challenges to School Board candidate nominating petitions;
5. Sign official District documents requiring the President's signature, including Board Minutes and Certificate of Tax Levy;
6. Call special meetings of the Board;
7. Review appeals of record access requests that were denied; and
8. Serve as the Board's primary spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members.

If the President vacates the office, is absent from any meeting, or refuses to perform his or her duties, the Vice-President will assume those duties. If both the President and Vice-President are absent, a President Pro Tempore will be appointed from the Board membership.

#### Vice-President

The School Board elects a Vice-President from its members for a 2-year term -- except for the term of the Vice-President elected at the organizational meeting in November, 2001, which will expire at the organizational meeting in April, 2003. 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 appointment from the Board membership.

### Secretary

The Secretary may be a member of the Board who serves a 2-year term -- except for the term of the Secretary elected at the organizational meeting in November, 2001, which will expire at the organizational meeting in April, 2003. Or, the Board may appoint a person who is not a Board member to serve at the Board's discretion with compensation. Any compensation for such an appointed Secretary must be established prior to his or her appointment by the Board.

The Secretary will perform or delegate the following duties:

1. 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 at such other times as the Treasurer requests;
2. 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;
3. Arrange public inspection of the budget before adoption;
4. Publish required notices;
5. Sign official District documents requiring the Secretary's signature; and
6. Arrange for public inspection of and hearing on the tentative budget no less than thirty (30) days prior to budget adoption.

If the Secretary is absent from any meeting or refuses to perform his or her duties, a Secretary Pro Tempore, who may be a member of the Board, will be appointed. A permanent vacancy in the office of Secretary is filled by appointment from Board membership.

### Recording Secretary

The Board will appoint a Recording Secretary who is a staff member.

The Recording Secretary will perform the following duties:

1. Post notice for Board meetings;
2. Keep Board meeting minutes;
3. Prepare Board meeting agendas submitted by the President and Superintendent, and provide them, along with prior meeting minutes, to Board members before the next meeting;
4. Draft motions upon the President's and/or Superintendent's request and advice;
5. Mail meeting notification and agenda to news media who have officially requested copies;

6. Act as the local election authority for all school elections and referenda, receive petitions, determine the order of the candidates on the ballot, and certify candidates to the County Clerk; and
7. Maintain up-to-date files on Board policies, financial reports, publicity, correspondence, and all Board actions.

If the Recording Secretary is absent from any meeting or is unable to perform the duties of the office, a Secretary Pro Tempore, who may be a member of the Board, will be appointed.

The Recording Secretary's primary responsibility will be the keeping of records of all business transacted by the School Board at regular and special open meetings. All closed meeting minutes will be recorded by the Recording Secretary or designee of the President.

The Recording Secretary will prepare all necessary Board packets prior to regular and special meetings and will prepare all legal documents, forms and reports for signatures as are required under Section 10-7 and Section 10-8 of the Illinois School Code.

#### Treasurer

Prior to July 1, the Board will appoint a Treasurer to serve the School District during the coming fiscal year. The Treasurer of the Board will be a staff member who serves at the direction of the Board.

An appointed Treasurer must:

1. Be at least 21 years old, with approved integrity;
2. Not be a member of the County Board of School Trustees;
3. Have a financial background or related experience, or 12 credit hours of college-level accounting; and
4. Be bonded in accordance with the School Code and possess a valid Chief School Business Official certificate issued by the Illinois State Board of Education.

The Treasurer will:

1. Furnish a bond, in proper form and amount, and with appropriate sureties, payable to the Board and conditioned upon the faithful discharge of his or her duties. Such bond must be approved by a majority of the full Board, and filed with the Regional Superintendent of Schools;
2. Maintain custody of school funds;
3. Deposit all funds in banks designated by the Board;

4. Maintain records of school funds and balances;
5. Prepare a monthly reconciliation report for the Superintendent and Board;

6. Receive, hold, and expend District funds only upon the order of the Board;
7. Attend the official meetings of the Board;
8. Maintain a registry of all bonds issued by the District;
9. Provide his or her signature on all lawful orders to the Board;
10. Provide for the public inspection of all financial records; and
11. Perform all other duties pertaining to the office of Treasurer as prescribed by the laws of the State of Illinois or as directed by the Board of Education.

A vacancy in the Treasurer's office caused by the death, resignation or removal from office of the Treasurer will be filled by Board appointment. The Board may determine that the Treasurer is temporarily incapacitated due to illness, absence from the District, or any other cause that prevents the timely performance of his or her duties, and appoint an acting Treasurer to serve until the Board determines that such temporary incapacity no longer exists.

The records of the Treasurer will be open to public inspection.

LEGAL REF.: Illinois School Code, Sec. 8-1, 8-2, 8-3, 8-6, 8-15, 8-16, 10-5, 10-7, 10-8, 10-13, 10-13.1, 10-14, 10-16 and 17-1 (105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-15, 5/8-16, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16 and 5/17-1);  
Illinois Governmental Ethics Act, Sec. 4A-106 (5 ILCS 420/4A-106).

CROSS REF.: 270.01

Adopted: 12/13/00