

*Adopted: 9-12-2005*

*MSBA/MASA Model Policy 202*

*Orig. 1995*

*Rev. 2022*

*Revised: 12-12-2016*

*Revised: 1/14/2019*

*Revised: 4/10/2023*

## **202 SCHOOL BOARD OFFICERS**

### **I. PURPOSE**

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

### **II. GENERAL STATEMENT OF POLICY**

A. The school board shall meet annually and organize by selecting a Chairperson, a Vice-Chairperson, a Clerk, and a Treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a Vice-Chairperson to serve in the temporary absence of the chair.

B. The Superintendent shall serve as an ex-officio, non voting member of the school board.

### **III. OFFICER'S PURPOSE**

**Chairperson** -The Chairperson presides at all meetings of the school board, countersigns all orders upon the Treasurer for claims allowed by the board, represents the school district in all actions, and performs all of the duties usually incumbent on such officer.

**Vice Chair** - The Vice Chair shall perform the duties of the chair in the event of the chair's temporary absence.

**Clerk** - The Clerk shall oversee records of all meetings of the school board, all elections conducted by the district, and filing of a report on or before September 15 of each year of the revenues, expenditures, and balances in each fund for the preceding fiscal year.

**Treasurer** - The Treasurer shall oversee the deposit of the funds of the school district in the official depository, all reports that may be called for by the school board, sign off on the monthly check run, and all of the duties usually incumbent on such officer.

### **IV. BOARD ORGANIZATION AND ELECTION**

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a Chairperson, a Vice-Chairperson, a Clerk, and a Treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify. Each officer shall be elected by a majority vote of the quorum of those members entitled and qualified to

vote, and who are present at the meeting. Each officer shall perform such duties of the office as required by law, and such other functions as are designated by the school board by policy, by-laws, and/or resolution approval.

- A. Special Meeting, set aside for such organizational purposes, shall be convened as required, prior to the first regular meeting in January. and members shall receive written notice as required by law (Minn.State. § 123.33, subd 5.).
- B. Process of Nomination - Nominations for the officers will be accepted from the board members.
  - a. The vote for chairperson, from, each board member, shall be recorded by the Superintendent. The name of the elected chairperson shall be announced by The Superintendent.
  - b. In case of a lack of majority vote for chairperson of all members present, the top two candidates in number of votes received, or, in the case of a tie, all of those tied, shall be voted upon retaining the top two nominees in votes until a majority vote of those board members present is received by a nominee.
  - c. The person elected shall be seated as chairperson and shall preside over the remainder of the meeting.
  - d. All succeeding offices shall be elected in the same manner as the chairperson's office.

***Legal References:*** Minn. Stat. § 123B.12 (Insufficient Funds to pay Orders)  
Minn. Stat. § 123B.14 (Officers of Independent School Districts)  
Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 126C.17 (Referendum Revenue)  
Minn. Stat. Ch. 205A (School District Elections)

***Cross References:*** MSBA/MASA Model Policy 101 (Legal Status of the School District)  
MSBA/MASA Model Policy 201 (Legal Status of the School Board)  
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties