

Board Officers and Duties of Board Members

It is the policy of Edmonds School District that the officers of the Board of Directors shall be a president, a vice-president, a secretary, and a legislative representative.

Duties of the President

The president of the Board of Directors shall preside at all board meetings, appoint committees, and perform all other duties prescribed by law or by the board.

- A. The president shall decide questions of order at board meetings.
- B. The president shall have the right to discuss and vote on all matters and motions.
- C. The president shall call special meetings of the board.
- D. The president shall sign official district documents which require the signature of his/her office.
- E. The president shall serve as spokesperson for the board unless he/she delegates that responsibility to another board member or staff person.
- F. The president shall appoint district representatives to nondistrict boards and committees where district representation is desired.

The president conducts the meetings in the manner prescribed by the board's policies. The president has the full right to participate in all aspects of board action without relinquishing the chair, including the right to vote on all matters put to a vote.

It is the responsibility of the board president to manage the board's deliberation so that it will be clear, concise, and directed to the issue at hand; to 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 will be the official recipient of correspondence directed to the board and will 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 such as board meeting, study session and board retreat planning 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 will avoid speculating upon actions or decisions which the board may take but has not yet taken.

Officers of the Board: Vice President

The vice president will preside at board meetings in the absence of the president and will perform all of the duties of the president in case of his/her absence or disability.

Duties of the Secretary

The superintendent of schools shall be the secretary of the Board of Directors and shall perform the duties as indicated in statute, including the power to sign employment contracts, and other official papers, and other such duties as the board may direct.

Before entering upon the discharge of his/her duties as secretary of the board, the superintendent shall give bond in such sum as the Board of Directors may fix from time to time, but for not less than fifty thousand dollars, with good and sufficient sureties. The cost of the bond shall be paid by the district.

He/she shall also take and subscribe an oath or affirmation, before a proper officer, that he/she will support the Constitution of the United States and of the State of Washington and faithfully perform the duties of his/her office.

A copy of this oath or affirmation shall be filed with the educational service district superintendent.

Legislative Representative

A legislative representative serves as the board's liaison with the Washington State School Directors' Association Legislative Assembly. The legislative representative will be elected once a year in December. The legislative representative will 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 member of the Board of Directors who is elected to be its legislative representative shall be responsible for ascertaining Board opinion on issues of concern to school directors which may be coming before the legislative assembly of the Washington State School Directors' Association or the Washington State Legislature, and shall represent the stand of the local board before these bodies. He/she shall also keep the Board informed of the status of such legislative concerns. The legislative representative will 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 will not assume responsibilities of administrators or other staff members. The board or staff will 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 will 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 will 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.

Cross References

1450 - Absence of a Board Member

Legal References

RCW 28A.330.030 Duties of president

RCW 28A.330.040 Duties of vice-president

RCW 28A.330.080 Payment of claims — Signing of warrants

RCW 28A.330.200 Organization of board — Assumption of superintendent's duties by board member, when

RCW 28A.343.390 Quorum — Failure to attend meetings

Management Resources

Policy News, December 2007 Role of the School Board President

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Edmonds School District

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