

# Davis School District Policy and Procedures

**Subject: 1B-015 Elections and Duties of President and Vice-President**

**Index: Board of Education**

**Revised: September 2, 2014**

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## **1. PURPOSE AND PHILOSOPHY**

To facilitate the orderly operation of the Board of Education of Davis School District (Board), it is the Board's purpose to define the duties and responsibilities of Board members serving as officers in the positions of president and vice-president.

## **2. ELECTION OF BOARD OFFICERS**

Following the swearing in of newly elected Board members during the organizational meeting, the incumbent president of the Board will yield the meeting to the business administrator, who will preside temporarily during the election. The business administrator will conduct the election for president and vice-president, in that order, according to the following procedure:

### **2.1. Nominations**

Members interested in either office may use the self-nomination process, including reason(s) for seeking the office. Nominations may also be made by other Board members from the floor.

### **2.2. Voting**

Voting shall be by regular voice vote and a quorum must be present. A nominee must receive a majority vote of the Board members present and voting for election to office. Should no nominee receive a majority vote, further nominations may be made, and subsequent elections will be conducted by secret ballot until a nominee receives a majority.

## **3. TERM OF OFFICE FOR BOARD OFFICERS**

3.1. The newly elected president and vice-president will assume their duties upon election. The term of office will be for two (2) years and until their successors are elected.

3.2. When a vacancy occurs in the office of president or vice-president of the Board for any reason, a replacement shall be elected for the unexpired term, according to the election procedure outlined above.

## **4. DUTIES OF BOARD PRESIDENT**

The president of the Board will preside at and conduct all Board meetings at which he or she is present. In addition, the president of the Board has the responsibility and authority to:

4.1. coordinate and prepare meeting agendas with the Board vice-president and the superintendent;

4.2. countersign with the business administrator all warrants and claims against the District as well as other legal documents approved by the Board;

4.3. appoint special committees and make assignments to individual Board members and/or other Board officers to serve on such committees; and

4.4. direct the search and interviewing process for the appointment of the superintendent of schools, business administrator, and other Board officers.

**5. DUTIES OF BOARD VICE-PRESIDENT**

The vice-president of the Board shall preside at and conduct all Board meetings in the absence of the president, and assume all duties of the president in the absence of the president. If neither the president nor vice-president is present at a Board meeting, the Board members who are present shall select a temporary president, by motion, for the purpose of conducting the meeting.

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**REFERENCES**

[Utah Code Ann. §53G-4-203](#) – Election of officers – Terms – Time of election – Removal of officers.

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**DOCUMENT HISTORY:**

**Adopted: February 19, 1999**

**Revised: May 19, 2009** – Periodic review. Technical changes on replacement of Board Officers.

**Revised: September 2, 2014** – Five year review. No changes recommended.

March 8, 2018 : Education code references updated in accordance with 2018 recodification.