

Policy 3.1 - Board Officers and the Election Process

I. Election Process.

- A. Any Board member may nominate candidates for a position as Board officer. A second is required.
- B. In order to win an election, a candidate must receive fifty percent (50%) plus one (1) of the votes of Board members present for the election, rounded down. For example, if all eleven (11) members are present for the election, six (6) votes are necessary to win (one-half of eleven (11) is five and a half (5 1/2) plus one (1) equals six and a half (6 1/2), which then rounded down, equals six (6)).
- C. If more than two (2) candidates are on the ballot and no candidate receives enough votes to win the election, the candidate receiving the fewest number of votes will be dropped prior to the next ballot until there are only two (2) candidates. If there is a tie between two (2) candidates for low vote getter, the next ballot will continue to include both.
- D. Absentee ballots and proxies are not allowed.
- E. Election of Board officers will be by a show of hands.
- F. All Board officers will be elected to a two (2) year term and serve until a successor is elected and assumes the office. Election of officers will be held at the first meeting in January of each "odd-numbered" year. If available, a Beaufort County Magistrate will preside over the election.
- G. In the event of a resignation or any circumstances that, by majority opinion, prevents an officer of the Board from carrying out his/her duties, the Board will hold a special election to fill that position for the remainder of the original term.
- H. Board officers can be removed at a regularly called Board meeting by a two-thirds majority vote of the members then duly elected.

II. Board Chair. The Board empowers the Chair to provide leadership by ensuring the integrity of the Board's processes and exercising interpretive responsibilities with integrity, fairness, and impartiality, thereby reflecting the spirit and intent of the Board in its deliberations. The Chair normally serves as the Board's official spokesperson. The Chair has the following authority and duties:

- A. To determine, to the extent practicable, the will of the Board.
- B. Support and monitor Board behavior to ensure that it is consistent with its rules and Policies and those legitimately imposed upon it from outside the organization.

- C. Conduct and monitor Board meeting deliberations to ensure that Board discussion and attention are focused on Board issues.
- D. Ensure that Board meeting deliberations are fair, open, and thorough but also efficient, timely, orderly, and to the point.
- E. Chair meetings with all the commonly accepted power of the position of Chair as described in *Robert's Rules of Order, Procedure in Small Boards*.
- F. Facilitate sound Board decision making by anticipating and addressing Board and member needs.
- G. Facilitate the Board's summative evaluation of the Superintendent.
- H. Represent the Board as appropriate and serve as spokesperson for the Board in announcing Board-approved positions.
- I. Execute all documents authorized by the Board except as otherwise provided by law.
- J. With the advice and consent of the Board, appoint the Chair of all Board committees.
- K. With the advice of the Board, appoint the members of ad hoc Board committees.
- L. On behalf of the Board and in concert with the Board Officers and Superintendent, develop proposed Board meeting agendas consistent with the Board's Annual Work Plan.
- M. Supervise the Executive Assistant to the Board and ensures that an annual performance evaluation is conducted by the Board.
- N. [Appoint a Parliamentarian, who shall have the duties and responsibilities set forth in and act in accordance with *Roberts Rules of Order*.](#)

III. Vice-Chair. The Vice-Chair has the following authority and duties:

- A. Assume all responsibility and authority, as stated in Policy, of the Chair in his/her absence or inability to ensure the integrity of the Board's processes; and
- B. Represent the Board as assigned by the Chair.

IV. Secretary. The Secretary has the following authority and duties:

- A. Take responsibility for the "To Do" list and the minutes of the Board meetings, ensure the "To Do" list is kept up-to-date and available to Board members, and sign and date all minutes after approval;

- B. Sign all documents and contracts as required by Board Policy or law;
- C. Assume the role of the Chair as stated in Board Policy in the absence of the Chair and Vice-Chair; and
- D. Supervise and ensure the annual evaluation of the Executive Assistant to the Board.

Adopted: September 6, 2016

Revised: