

BOARD OFFICERS AND DUTIES OF BOARD MEMBERS

Chair/President

The chair/president presides at all meetings of the board and signs all papers and documents as required by law or as authorized by action of the board. The chair/president conducts the meetings in the manner prescribed by the board's policies. The chair/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 chair/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 chair/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 chair/president is authorized to consult with the superintendent on issues such as board meetings, 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 chair/president or his/her designee will serve as the spokesperson of the board. The chair/president is authorized to report and discuss those actions which have been taken and those decisions made by the board as a body. The chair/president will avoid speculating upon actions or decisions which the board may take but has not yet taken.

Officers of the Board: Vice Chair/President

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

Legislative Representative

The legislative representative serves as the board's liaison with the Washington State School Directors' Association (WSSDA) on legislative issues. The legislative representative will be elected from among the board members at the first regular meeting of the year in even numbered years and will serve for a period of two years. The legislative representative, board chair/president, or other board designee will represent the board at WSSDA's General Assembly, conveying local views and concerns to that body. When appropriate, the legislative representative obtains their board's support for a legislative proposal to be submitted to the Assembly and supports it at the Assembly. The legislative representative will monitor proposed school legislation and provide legislative updates periodically at board meetings. Additionally, he/she will build relationships with local policy makers regarding WSSDA's legislative positions and priorities.

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 shall 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 an 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 discussions 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 chair/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 Reference 1225 - School Director Legislative Program
 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 the board -- Assumption of
 superintendent's duties by board member, when.
 RCW 28A.343.390 Directors -- Quorum -- Failure to attend meetings.

Management Resources: 2022 October Policy News
 2017 April Policy News
 2007 December Policy News

Revised: April 13, 2023
Revised: September 25, 2008
Revised: October 11, 2007
Revised: January 26, 2006
Revised: January 13, 2005
1000 Series Adopted March 11, 1999
North Kitsap School District