Board Officers and Duties of Board Members

Chair
The chair shall assist in the preparation of the Board meeting agenda and shall preside at all meetings of the board and sign all papers and documents as required by law and as authorized by action of the board. The chair shall conduct the meetings in the manner prescribed by the board’s policies, provided that the chair shall have 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 shall be the responsibility of the board chair to manage the board’s deliberation so that it shall be clear, concise, and directed to the issue at hand; 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 shall be the official recipient of correspondence directed to the board and shall provide, or cause to be provided to other board members and the superintendent, copies of the correspondence received on behalf of the board.

In dealing with the media and the public in general, the chair or his/her designee will serve as the spokesperson of the board. The chair is authorized to report and discuss those actions which have been taken and those decisions made by the board as a body. The chair shall avoid speculating upon actions or decisions which the board may take but has not yet taken.

The chair shall confer with the superintendent regarding sensitive issues which need immediate attention. When appropriate, the chair will confer with individual board members.

Officers of the Board: Vice Chair/Chair
The vice chair shall preside at board meetings in the absence of the chair and shall perform all of the duties of the chair in case of his/her absence or disability.

Legislative Representative
A legislative representative shall serve as the board’s liaison with the Washington State School Directors’ Association Legislative Assembly. The legislative representative shall be elected during the regular board reorganization process for a two-year period. The legislative representative may attend the Washington State School Directors’ Association Legislative Assembly, the Legislative Conference and any other meeting the board deems appropriate, conveying local views and concerns to that body and participate in the formulation of state legislative programs. The legislative representative shall 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 shall not assume responsibilities of administrators or other staff members. The board or staff shall 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 shall 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. Each director shall give advance notice to the chair 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 two (2) consecutive unexcused absences from regular board meetings.

Legal References:

RCW 28A.343.390 Directors - Quorum - Failure to attend meetings may result in vacation of office
RCW 28A.320 Provisions applicable to all districts
RCW 28A.330.100 Additional powers of the board
RCW 28A.330.030 Duties of president
RCW 28A.330.080 Payment of Claims — Signing of warrants
RCW 28A.330.200 Organization of the board
RCW 28A.330.040 Duties of vice-president

Adoption Date: December 16, 1985
Review/Revision Date: August 23, 1993, November 8, 2004
Renumbered: From 1220 to 1230 on 7/13/2009
From 1230 to 1220 on 9/27/2010