SUMNER SCHOOL DISTRICT
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Policy No. 1220
Board By-Laws

BOARD OFFICERS AND DUTIES OF BOARD MEMBERS

Chair/President

The *chair/president* presides at all meetings of the board and sign 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 shall 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 shall 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 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 *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* shall 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 shall perform all of the duties of the president in case of his/her absence or disability.

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Revised 11/2005, 2/2012, 8/2017

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 will represent the board at WSSDA's Legislative Assembly, conveying local views and concerns to that body and, when appropriate, obtaining their board's support for a legislative proposal to be submitted to the Assembly and supporting 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 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 *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 References:	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

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

RCW 28A.343.390 Quorum – Failure to attend meetings

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