

## **Series 2000: Bylaws**

### **2400 Board Membership and Duties**

#### **2406 Board Officers' Duties**

To ensure proper District oversight, a Board officer must fulfill the requirements of the respective position.

##### **A. President**

1. Preside over all Board meetings and act as a decision-maker on procedural issues.
2. Coordinate with the Superintendent or designee to prepare Board meeting agendas.
3. Serve as the Board's spokesperson unless another person is designated by the Board.
4. Sign contracts, correspondence, and other documents on behalf of the District as authorized by the Board or required under the law.
5. If both the President and Vice President are absent from a Board meeting, the Board may appoint a Board member to serve as acting President.
6. Perform other duties as prescribed by law, Policy, or Board action.
7. Accept complaints and coordinate investigations into allegations of misconduct against other Board members or the Superintendent, including placing the Superintendent on non-disciplinary, paid administrative leave during the pendency of an investigation.
8. Contact legal counsel on the Board's behalf or authorize individual Board members to contact legal counsel.

##### **B. Vice President**

1. In the President's absence, preside over Board meetings and perform the President's other duties.
2. Perform other duties as prescribed by law, Policy, or Board action.

##### **C. Secretary**

1. Ensure that an accurate record of Board meetings is maintained and published in compliance with law.
2. Sign the Board meeting minutes, orders, resolutions, and other proceedings of the Board.

3. Draw and sign orders upon the Treasurer's approval for money to be disbursed by the Board.
4. Perform other duties as prescribed by law, Policy, or Board action.

The Secretary may delegate duties to an assistant to the Secretary to the extent allowed by law.

In the Secretary's absence, the Vice President will serve as acting Secretary or, in the alternative, the Board may appoint a Board member to serve as acting Secretary.

#### D. Treasurer

1. Serve as the custodian and maintain accounting for District monies, credits, and property.
2. Sign checks and other Board-authorized documents.
3. Perform other duties as prescribed by law, Policy, or Board action.

The Treasurer may delegate duties to the person acting as the District's business official or to an assistant to the Treasurer to the extent allowed by law.

In the Treasurer's absence, the Vice President will serve as acting Treasurer or, in the alternative, the Board may appoint a Board member to serve as acting Treasurer.

#### E. Succession

1. Board office holders will promptly transfer authority to their respective successor in office, including access to District accounts, investments, files, and public records.
2. Board office holders will promptly deliver District property, including logs, ledgers, money, reports, files, books, equipment, and public records, to the Board officer's successor in office.
3. The transfer of District property will promptly occur at a location and time agreed upon by the Board officer and the Board officer's successor in office or at a location and time otherwise determined by the Board.

Legal authority: MCL 380.601a, 380.613, 380.614, 380.622-.625, 380.627, 380.628, 380.684, 380.701, 380.702, 380.902, 380.1535a, 380.1539b, 380.1613, 380.1728; MCL 389.52, 389.62; MCL 600.6094

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