Policy BD Board Officers

Issued 1/17

Purpose: To establish the board officers and to identify their duties and obligations

The officers of the board of trustees are the chairman, vice chairman, and secretary/clerk. ~~The superintendent shall serve as the secretary/clerk.~~ The term of office for the chairman and vice chairman shall be one year. Officer elections take place at the first regular board meeting in November, ~~and whenever a new member is sworn in~~ and each subsequent November. In accordance with SC State Law (Section 59-19-70), an election for the Chairman shall be held as soon as practical after the swearing in of any new board members. All Officers shall be elected by a majority vote. Vacancies in the above-referenced offices shall be filled at the board's discretion.

Chairman

Purpose: To establish the basic structure for the duties of the chairman.

The chairman serves the board. He/She presides at all meetings of the board and decides questions of order. The chairman appoints all committee members unless otherwise stated.

The chairman shall call all special meetings of the board and when required, sign all legal documents on behalf of the board, keep all members informed, and represent the board in deliberations with other boards, districts, or agencies unless another member or employee of the district is so designated.

The chairman shall have the same right as other members to make or second motions, to discuss questions, to vote thereon, and to offer resolutions. The chairman may limit any discussions that he/she considers not germane to the pending motion. Any parliamentary ruling of the chairman can be overruled by a majority of the board members present.

In addition, the chairman shall lead timely board meeting debriefings and periodic self-assessments to ensure continuous process improvement and shall ensure the compilation of the board's summative evaluation of the superintendent.

The chairman shall not exercise any authority as an individual to supervise or direct the superintendent or serve as a barrier between the superintendent and the board.

Vice Chairman

Purpose: The vice chairman shall serve as chair in the event of the chair's absence or inability to perform assigned duties and such other powers as the board may from time to time determine.

Secretary/Clerk

Purpose: To establish the basic structure for the duties of the secretary

The superintendent or his/her designee shall act as executive secretary/clerk of the board and in that capacity shall keep a record of proceedings of all meetings of the board.

The secretary/clerk shall keep safe all pertinent books, papers, and reports and shall furnish copies when required by the board.

The secretary/clerk shall prepare an agenda and cause notices of all meetings of the board or of its committees to be sent to each member and publicly noticed.

The secretary/clerk shall have no vote.

The secretary/clerk may only be excluded from executive session meetings when his/her performance, compensation, and/or contract are being discussed.

The secretary/clerk shall make recommendations and advise the board on matters under consideration.

Adopted 12/8/75; Revised 10/24/77, 7/26/82, 12/8/86, 11/11/91, 10/12/98, 3/10/03, 7/26/04, 8/25/08, 6/13/11, 1/23/17, DRAFT (01/09/2023)

Legal references:

S.C. Code, 1976, as amended:

Section 59-19-70 - Election of officers.

S.C. Acts and Joint Resolutions:

1967 Act 340 - Creates the School District of Charleston County and abolishes the county board of education; sets forth the powers of the constituent district boards; Section 3 - Date trustees to take office -- meetings -- compensation.

Charleston County School District