

## **Executive Board Governance and Operations**

### **Qualifications, Term and Duties of Board Officers**

#### Executive Board Officers

Executive Board officers are: President, Vice President and Secretary. The Executive Board shall elect one of its members to serve as President and one as Vice President at the organizational meeting in July. The SEDOL Superintendent shall serve as the Secretary. The office of Treasurer is appointed by the Governing Board to perform the duties as specified in Governing Board Policy 2:32.

#### Terms of Officers

The term of office for the President shall be a two-year term. The Vice President shall also be a two-year term with the understanding that the Vice President shall become President. When possible, the office of President and Vice President shall be filled with one Superintendent and one Governing Board member. The rotation would continue every two years with the election of a Vice President every two years at the July organizational meeting.

#### Duties of the President

The duties of the President are to:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings; except as otherwise provided by the Open Meetings Act;
10. Administer the oath of office to new Board members; and
11. Serve as or appoint the Board's official spokesperson to the media;
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and
13. Ensure that all fingerprint-based criminal history records information checks screenings, and sexual misconduct related employment history reviews(EHRs) required by State law and policy 5:30, *Hiring Process and Criteria*, are completed for the Superintendent.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

#### Duties of the Vice President

The Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;

2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

#### Duties of the Secretary

The SEDOL Superintendent shall serve as Secretary and perform the following duties:

1. Keep minutes for all Board meetings and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Arrange public inspection of the budget before adoption;
6. Publish required notices;
7. Sign official District documents requiring the Secretary's signature; and
8. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation.

#### Recording Secretary

The Board may designate a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

#### Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a one-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.: Articles of Joint Agreement.  
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-7, 5/10-8,  
5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-219, 5/17-1, 5/21B-85, and  
5/22-94.  
5 ILCS 120/7, Opening Meeting Act.  
5 ILCS 420/4A-106, Ill. Governmental Ethics Act.

CROSS REF.: 2:64 (Board Member Oath of Office), 2:210 (Executive Board Organizational  
Meeting), 5:30 (Hiring Process and Criteria)

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