



Board Policy

Board Organization

**Board
Operations
Policy 2003**

Policy Statement

Members

- The Red Clay Consolidated School District shall comprise seven members, one from each of the seven nominating districts. Each member shall be a citizen of the state and resident of the nominating district in which elected or appointed and shall be qualified to vote in a school election in that district at the time of election or appointment. He or she shall meet the standards for Board members under state law and regulations.
- Board members shall be elected in accordance with state law.
- Before entering office, each Board member shall take the oath of office prescribed by state law.
- A full term for Board members shall be four years.

Organizational Meeting

At its annual meeting in July of each year, the Board shall elect one member as President and another as Vice-President who shall act for the President in his/her absence. At that meeting, the Board shall also designate the Superintendent as Executive Secretary of the Board.

The officers shall be elected as follows:

- The Executive Secretary or his/her designee shall call for nominations for President.
- After all nominations are received, the Executive Secretary or designee shall call for a vote.
- When a President has been elected by a majority of the Board, he or she will assume the chair and carry out the election of the Vice-President.

Officers

The duties of the President are the following

- Preside at all Board meetings and perform all duties required by law or by action of the State or local Board of Education
- Decide questions of order at Board meetings
- Have the same rights as other members to discuss questions and to vote
- Call special meetings of the Board on his/her own authority or if requested by two members

	<ul style="list-style-type: none"> ● Sign official documents <p>The duty of the Vice-President is to assume all powers and duties of the President in the case of his/her absence or disability.</p> <p>The duties of the Executive Secretary are as follows:</p> <ul style="list-style-type: none"> ● Prepare agendas for Board meetings as directed by the Board ● Keep a full and accurate record of Board proceedings ● Provide a system to codify Board actions ● Send out meeting notices and post agendas ● Maintain and keep current Board members’ manuals of policies, state school laws, and administrative regulations ● Advise the Board of previously adopted policies that affect agenda items ● In the absence of the President and Vice-President, call the Board meetings to order and conduct the election of a chairman <i>pro tempore</i> ● Provide written procedures for public recognition at all public Board meetings ● Provide a schedule of Board meetings at each meeting <p><u>Board Vacancies</u></p> <ul style="list-style-type: none"> ● If Board members cease to be residents of the district they were elected to represent, they may no longer serve on the Board. ● A vacancy for any reason other than the expiration of a term shall be filled by appointment for the remainder of the fiscal year. A new member shall be elected at the next regular Board Election to fill the remainder of the previous member’s term. ● Voting for an appointed Board member shall be conducted alphabetically by surname with the presiding officer voting last. 	
Responsibility	The Board President and the Superintendent, as Executive Secretary to the Board shall ensure that the policy is followed.	
References	14 Del. C. §1041-1086 Related Policies: 2002 Board Powers and Duties, 2004 Board Meetings Related Documents: State Board of Education’s Handbook for School Boards	

Adoption Date	Established by law (as BBBB and BBE), date of manual adoption (as BBB), 08/19/1981 (as BCA and BCB-R)	
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