

## Board Officers

At its annual organizational meeting, the Board will elect a President, a Vice President, and a Secretary. Vacancies in Board officer positions will be filled by holding another Board election to fill the vacancies.

### Duties of the President

The President of the Board, in addition to duties prescribed by law, will exercise such powers as properly pertain to the office according to *Robert's Rules of Order, Revised*. The President has the right, as shall other members of the Board, to offer resolutions, to discuss questions and to vote thereon. The President will fulfill the responsibilities of the office as follows:

1. Preside at meetings of the Board and be responsible for the orderly conduct of Board meetings.
2. Sign documents as required by law, including all checks or warrants of items ordered for payment by the Board, contracts approved by the Board, bonds and deeds of conveyance issued by or for the District, and the District's annual financial statement. The Board provides authorization for signatures to be affixed in facsimile.
3. Bring before the Board such matters as may require the attention of the Board.
4. Appear on behalf of the Board in all actions brought by or against it, unless individually a party, in which case this duty will be assigned by the Board.
5. Consult with the Superintendent in planning agendas.
6. Confer with the Superintendent on crucial matters which may occur between Board meetings.
7. Call special meetings of the Board, as necessary.
8. Appoint special committees subject to the approval of the Board.
9. Act as public spokesperson for the Board, except as this duty is delegated to others.
10. Perform any other duty formally allocated by the Board, the Missouri State Board of Education, or the Missouri Department of Elementary and Secondary Education or by legislative enactment.

### Duties of the Vice President

It is the duty of the Vice President of the Board to perform all duties assigned to the President in the event of the latter's disability or absence. The Vice President will also assume other duties as assigned by the Board.

### Duties of the Secretary

The Board may designate a member of the Superintendent's staff to serve as a Recording Secretary who may perform those duties of the Board Secretary as the Board may determine. The Board Secretary shall perform or cause to be performed the following duties:

1. Attend all regular and special meetings of the Board, and Board committee meetings if requested by the committee chairman in order to keep an accurate and complete record of the proceedings.
2. Keep accurate record of Board member attendance at Board meetings.
3. Keep a complete and accurate record of all regular and special meetings of the Board, transcribe and type the official copy in the minutes book, and make copies of the minutes for the Superintendent and for each member of the Board.
4. Keep all Board records in a fireproof vault or safe in the office of the Superintendent.
5. Notify Board members of regular, special and closed meetings of the Board and post all notices required by law or when directed by the Board.
6. Issue and sign all reports, orders and official District documents when such are required by law or ordered by the Board.
7. Make and securely keep copies of election notices, contracts with teachers, certificates and all other papers relating to the business of the District.
8. File a copy of all reports with the records of the District, as required by law or when duly ordered by the Board.
9. Secure the election results of all propositions submitted to voters and duly enter such results in the District records. This shall include votes on tax levies, bond issues and other issues placed before the voters. Issue certificates of election to newly elected Board members.
10. Transmit a complete copy of the annual report to the Missouri Department of Elementary and Secondary Education (DESE) by the established deadline each year.
11. Publish advertisements, requests for bids, etc., as ordered by the Board.
12. Make all reports required by law to DESE, the United States Department of Education and other federal and state agencies.
13. Destroy canceled bonds and interest coupons in the presence of at least two (2) Board members and two (2) other witnesses, and record in the District books a description of the bonds so destroyed by noting the date issued and due date, the number and amount of each bond, and the names of Board members and witnesses who were present at the destruction of the bonds.
14. Maintain a correct plat of the District and notify DESE and the county clerk of any boundary changes.

15. Certify copies of redistricting resolutions and plans.
16. Make attendance reports of any boundary changes to DESE and the county clerk.
17. Call a Board meeting to order in the absence of both the President and Vice President of the Board, so the Board may select a President *pro tempore* for that meeting.
18. Perform such other duties as may be prescribed by law or action of the Board, either directly or through the Superintendent.

Adopted: June 23, 1971  
October 15, 1975  
February 14, 1984  
September 9, 1997  
January 23, 2001  
October 8, 2002

Revised: January 29, 2009

Cross Refs.: BCA – Board Organizational Meeting  
BD – Board Meetings

Legal Refs.: §162.051, 301; §164.191; §165.021, 111, 131; §168.101, 126  
§177.091 – RSMo.