



SECTION I: BOARD OF EDUCATION POLICY 1140

OFFICERS

Purpose: The purpose of this policy is to describe the selection, duties and functions of the officers of the Board of Education.

Selection

The Board of Education shall elect from its membership a President, Vice President, Clerk and a Deputy Clerk. Each shall serve a term of one year and until his/her successor is elected and qualified.

Duties of Officers

The duties of the officers of the Board of Education are those provided for by law.

President and Vice President

The Board President, in addition to the duties prescribed by law, will exercise such powers as properly pertain to the office. In carrying out responsibilities, the President will be responsible for:

Presiding at Board meetings.

Bringing to the Board of Education such matters requiring its attention.

Determining and making the appointment of a Hearing Officer to conduct a long-term student suspension hearing per Board Policy 4380 and in accordance to Oklahoma State Law 70 O.S. §24-101.3.

Signing Board approved contracts and Board approved warrants authorizing school expenditures.

Meeting with the Superintendent to confirm and set the agenda for each board meeting, after seeking input from all board members.

New board member orientation each time a new member is elected or appointed to the Board.

Ensuring all Board members have access to the same information, and in a timely manner. The President is often the first to receive information needed by the Board. It is therefore the duty of the President to inform all Board members of all information received as soon as practicable.

Speaking on behalf of the Board at various ceremonial or congratulatory occasions. If the President is unable to attend an event, the Vice-President or another Board member may speak on behalf of the Board.

Speaking or writing on behalf of the Board only on matters discussed by the Board at a legally convened Board meeting, with an exception for remarks at ceremonial or congratulatory occasions. All letters sent by the President on behalf of the Board will be approved by a majority vote of the Board before being sent.



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Performing other duties as may be required by the Board of Education. In the absence of the President, the Vice President will have the powers of the President and perform such duties. When a quorum of the Board of Education has convened, and neither the President nor the Vice President is present, and no other Board member has been designated by the President to chair the meeting, the members will select a member to serve as chairperson for that meeting.

Clerk and Deputy Clerk

The Clerk will be present at all public meetings of the Board, keep an accurate journal of its proceedings, take charge of its books and documents, countersign all warrants drawn upon the Treasurer by order of the Board, maintain all required school board election related filings for a period of four (4) years, including coordinating efforts with the district's technology department to maintain the filings on the district's website, and perform other duties prescribed by law or required by the Board.

The Deputy Clerk will serve in the absence of the Clerk and will have these responsibilities when serving in that capacity.

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*
 Broken Arrow Board of Education policy revised, February 27, 2012.
 Broken Arrow Board of Education policy revised, December 8, 2014.
 Broken Arrow Board of Education policy revised, <DATE>.