

Mounds View Public Schools Board Governance Policy

BG-0101 Organization of the School Board

The annual organizational meeting of the School Board will be held at the first regular meeting in January. The election of a Chair, Vice Chair, Clerk and Treasurer for the ensuing year will be held at the start of this meeting. Candidates will be nominated from the floor.

Each officer will be elected by a majority of the members of the School Board present. The term of each office will be for a period of one year. Each officer will perform the official duties of the office and such other functions as are designated by the School Board. The duties of the officers of the School Board will be as follows:

1. The Chair of the School Board will have the usual powers and responsibilities of conducting all public meetings and setting all public meeting agendas unless otherwise ordered by the School Board.
2. The Vice Chair will perform the duties of the Chair in the absence of the Chair. He/she will perform other functions as designated by the School Board.
3. The Clerk will have the responsibility of endorsing all legal documents on behalf of the School Board with prior approval of the School Board and perform such other duties as may be prescribed by the School Board.
4. The Treasurer will have the responsibility to review and approve School Board related reimbursable expenses and perform such other duties as may be prescribed by the School Board.

Any officer of the School Board may be removed for cause by a majority vote of the members under such form of procedure as a majority of the School Board may direct for this specific occasion. The Secretary to the Superintendent will serve as Secretary to the School Board. The Secretary will keep records of all meetings, prepare all documents and perform such other duties as may be prescribed.

Rationale:

An effective School Board requires articulated officers, roles and responsibilities.

Monitoring Method: Board self-assessment

Monitoring Frequency: Annually in August

Reference:

Notes:

Adopted: June 25, 2002
Reviewed: March 9, 2021