

<b>DESCRIPTOR TERM:</b>  <b>School District Organization and Governance</b>	<b>Millard District Policy</b> <b>File Code: 1005</b>  <b>Approved: 06-11-20</b>
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## **ELECTION AND DUTIES OF BOARD PRESIDENT AND VICE PRESIDENT**

### **A. Purpose and Philosophy**

To facilitate the orderly operation of the Board, it is the Board's purpose to define the duties and responsibilities of Board Members serving as officers in the positions of president and vice-president.

### **B. Duties Generally**

The president of the Board of Education shall preside at all meetings of the Board, appoint all committees, and sign all warrants ordered by the Board to be drawn upon the business administrator for school moneys.

[Utah Code § 53G-4-205\(1\) \(2019\)](#)

### **C. Election of Board Officers**

Following the swearing in of newly elected Board Members during the organizational meeting, the Board will conduct an election for president and vice-president, in that order, according to the following procedure:

1. The election shall be held during the first board meeting in January following a regular school board election held in the district.
2. Members interested in either office may use the self-nomination process, including reason(s) for seeking the office. Nominations may also be made by other Board Members from the floor.
3. Voting shall be by regular voice vote and a quorum must be present. A nominee must receive a majority vote of the Board Members present and voting for election to office. Should no nominee receive a majority vote, further nominations may be made, and subsequent elections will be conducted by secret ballot until a nominee receives a majority.
4. When a vacancy occurs in the office of president or vice-president of the board for any reason, a replacement shall be elected for the unexpired term.

#### **D. Term of Office for Board Officers**

1. The newly elected president and vice-president will assume their duties upon election.
2. The term of office will be for two (2) years and until their successors are elected.
3. There are no term limitations for the position of Board President and Vice-President.
4. Should the office of president become vacant between organizational meetings, the office will be filled by the vice-president until a new election is held by the Board. Should the office of vice-president become vacant between organizational meetings, a special election may be held to fill the office, according to the election procedure outlined above.

#### **E. Duties of Board President**

The President of the Board will preside at and conduct all Board Meetings at which he or she is present. In addition, the President of the Board has the responsibility and authority to:

1. Call the Board into session.
2. Conduct Board meetings.
  - a. Declare the opening of meetings
  - b. Determine order of business according to Board policy.
  - c. Recognize claimants to the floor.
  - d. Rule on admissibility of business.
    - i. Declare motions in or out of order.
    - ii. Declare, subject to overriding, the propriety of the Board's considering specific items of business.
    - iii. Declare, subject to overriding, specific items of business in or out of the Board's province of action.
  - e. Within limits of Board policy, control extent of discussion.
    - i. Declare, subject to overriding, discussion closed whenever comment becomes repetitious, dilatory, or no longer pertinent to the point at issue.
    - ii. Declare discussion closed whenever time limits previously determined by Board action have been reached.

- f. Maintain the dignity of the Board in session.
  - i. Apply the rules of parliamentary procedures.
  - ii. Restrain debate within bounds of good taste and courtesy.
  - iii. Provide equal opportunity for expression of opposing points of view.
  - iv. Within limits of Board policy, secure the rapid handling of Board business.
  - v. Rule out of order all action and comment unbecoming a legislative body in session.
- g. Declare the results of Board voting.
  - i. Declare the passage or non-passage of motions.
  - ii. Declare for the record the identities of members (including the president) voting aye and nay and of those not voting.
- h. Ensure the legal recording of Board business.
  - i. Declare Board decisions to the secretary of the Board of Education
  - ii. Make inquiry of the secretary or make investigation of the record as to the rate of progress of note-taking with respect to the Board's dispatch of business.
- i. Increase efficiency in Board meeting procedures.
- j. Declare the meeting adjourned.
- 3. Ensure proper keeping of Board records and supplies.
- 4. Sign as president of the Board official copies of minutes and other Board documents.
- 5. Secure the legality of Board action, procedures, meetings, and membership.
- 6. Receive for the Board all delegations and petitions.
- 7. Issue, subject to Board approval, official statements of Board action and policy.

#### **F. Duties of Board Vice-President**

- 1. The Vice-President of the Board shall preside at and conduct all Board Meetings and assume all duties of the president if the President is absent or acquires a disability.
- 2. Coordinate and prepare meeting agendas with the Board President, the Superintendent, and the Business Administrator;

**G. Absence of Board President and Vice-President**

If neither the president nor vice-president is present at a Board Meeting, the Board Members who are present shall select a temporary president, by motion, for the purpose of conducting the meeting.

**H. Removal from Office**

An officer appointed or elected by a local school board may be removed from office for cause by a vote of two-thirds of the board.

**References**

*Utah Code Ann. §53A-3-201. (2014) Election of Officers-Terms-Time of Election-Removal of Officers-Quorum requirements*

*Utah Code Ann. §53A-3-204. (2014) Duties of president*