School Board Governance and Operations

Organization of the School Board

Election of Board officers shall occur at the first meeting of the Board held in January. Election of officers shall be by a majority of the full board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

The Board of Education shall organize by electing a president, vice president and secretary from its membership. Except for those appointed to fill a vacancy, officers shall serve for and until their respective successors are elected and shall qualify. The Assistant Superintendent shall serve as treasurer of the Board and be a non-voting member serving in an advisory capacity as related to his/her specific duties.

PRESIDENT

The President of the Board shall:

1. Preside at all meetings of the Board of Education.
2. Sign all contracts or agreements approved by the Board of Education, if applicable.
3. Appoint all committees of the Board.
4. Confer with the superintendent of schools as may be necessary and desirable regarding school related matters.
5. Be entitled to vote and discuss all matters coming before the Board of Education.
6. Sign minutes of the Board of Education.

VICE PRESIDENT

The Vice President of the Board of Education shall assume the duties and responsibilities of the President in his/her absence.
SECRETARY

The Secretary shall:

1. Sign all minutes and other certified acts of the Board as requested.
2. In the absence of the President and Vice President, the secretary shall call the meeting to order until a temporary chairperson is appointed.
4. Authority to delegate election duties and other duties to a member of the district’s administrative staff.

SECRETARY PRO TEM

The Secretary Pro Tem shall assume the duties and responsibilities of the Secretary in his/her absence.

TREASURER

The Treasurer shall:

1. Sign all contracts or agreements approved by the Board of Education, if applicable

INDIVIDUAL MEMBERS

1. Attend all Board meetings.
2. Keep informed of the needs of the school district as they relate to educational goals, facilities and finances.

It is understood that the members of the Board have authority only when acting as a Board legally in session. The Board will not be bound in any way by any action or statement on the part of any individual Board member except when such statement or action is in pursuance of specific instructions from the Board.

LEGAL REF: MCL 380.11a; 168.301-315; 168.641-642

Policy Board Action (formerly BBG) August 26, 2019
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