



OFFICERS OF THE BOARD

The officers of the Board shall include a President, Vice-President, Clerk, and Treasurer.

ELECTION

At the first meeting, after the fourth Monday in April, the new School Board shall organize and elect its officers from its own members. The officers shall be elected in the following order: President, Vice-President, Clerk, and Treasurer. Each officer shall serve for a period of one (1) year. Balloting for any of the four (4) above mentioned officers shall continue until a clear majority is received.

Should a vacancy occur among the officers, the School Board shall elect another member to fill the position for the balance of the school year. Such election shall be conducted in the manner described in the preceding paragraph and shall be held at the first meeting following the occurrence of the vacancy.

DUTIES OF THE PRESIDENT

1. Preside at all meetings of the Board.
2. Appoint all committees and serve as an ex-officio member of each.
3. Decide all questions of order subject to an appeal by any member.
4. Sign all documents on behalf of the Board.
5. Defend the district from action brought against it.
6. Prosecute action brought by the district.
7. Call special meetings of the board as needed.
8. Perform all other duties incident to his/her office or as prescribed by law or by action of the board.

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DUTIES OF THE VICE-PRESIDENT

The Vice-President shall perform any and all duties of the president in the absence of the president.

DUTIES OF THE CLERK

1. Keep records of all meetings of the Board.
2. Post any and all legal notices pursuant to board business.
3. Prepare and sign all legal documents on behalf of the board.
4. Perform all other duties incident to his/her office or as prescribed by law or by action of the Board. As permitted, and from time to time, the Clerk may delegate specific tasks associated with the performance of his/her duties to appropriate individuals.

DUTIES OF THE TREASURER

1. Receive, hold in custody and expend all funds as directed by the Board.
2. Perform all other duties incident to his/her office or as prescribed by law or by action of the Board.

TEMPORARY CHAIRMAN

One of the members will be elected by the Board to serve as "Temporary Chairman" during a Board meeting in the absence of both the President and the Vice-President.

APPOINTMENT AND DUTIES OF THE SECRETARY

The Board will appoint a Secretary each year at the first meeting after the fourth Monday in April. The secretary is an employee of the district and will not be a member of the Board. The secretary shall work under the jurisdiction of the Board Clerk and Board Treasurer and will carry out any and all tasks directed by the Clerk and Treasurer. The Secretary will attend all regular Board meetings and special meetings when requested by the Superintendent or President; keep accurate records of the proceedings; file and preserve all reports, resolutions and documents in a manner convenient for reference; keep the financial accounts in proper condition for

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Examination or report; and perform all other duties as directed by the Board or Superintendent.

Legal Reference(s): Wisconsin Statutes 120.15, 120.16, 120.17, 120.74 (s)

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