

1 **Bainville K-12 Schools**

2
3 **THE BOARD OF TRUSTEES**

1210

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5 Qualifications, Terms, and Duties of Board Officers

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7 The Board officers are the Chairperson and Vice Chairperson. These officers are elected at the
8 annual organizational meeting.

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10 Chairperson

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12 The Board elects a Chairperson from its members for a one-(1)-year term. The duties of the
13 Chairperson include the following:

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- 15 • Preside at all meetings and conduct meetings in the manner prescribed by the Board’s
- 16 policies;
- 17 • Make all Board committee appointments, subject to Board approval;
- 18 • Sign all papers and documents as required by law and as authorized by action of the
- 19 Board;
- 20 • Close Board meetings as authorized by Montana law; and
- 21 • Act as spokesperson for the Board.
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23 The Chairperson is permitted to participate in all Board meetings in a manner equal to all other
24 Board members, including the right to participate in debate and to vote. The Chairperson may
25 not make a motion, but may second motions.

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27 The Chairperson must be able to perform the functions of a trustee in all matters over which he/
28 she presides.

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30 Vice Chairperson

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32 The Vice Chairperson shall preside at all Board meetings in the absence of the Chairperson and
33 shall perform all the duties of the Chairperson during the Chairperson’s absence or
34 unavailability. The Vice Chairperson shall work closely with the Chairperson and shall assume
35 whatever duties the Chairperson may delegate.

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39 Legal References: § 2-3-203, MCA Meetings of public agencies and certain associations
40 of public agencies to be open to public – exceptions
41 § 20-3-321(2), MCA Organization and officers

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43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on: Fall 2003; 2/25/08