

## DISTRICT BOARDS

### **2:110 Qualifications, Term, and Duties of Governing and Executive Board Officers**

The Board officers are: Chair, Vice Chair, and Secretary.

#### Chair

The Boards elect a Chair from among their members for a one-year term. The duties are:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other Boards or agencies;
6. Sign official District documents requiring the Chair's signature, including Board minutes;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Serve as or appoint the Board's official spokesperson to the media; and
11. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official.

The Chair is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

In the case of a vacancy in the Chair, the Vice Chair fills that vacancy.

#### Vice Chair

The Boards elect a Vice Chair from among their members for a one-year term. The Vice Chair performs the duties of the Chair if:

- The office of Chair is vacant;
- The Chair is absent; or
- The Chair is unable to perform the office's duties.

A vacancy in the office of the Vice Chair is filled by special Board election.

#### Secretary

The Board elects a Secretary for a one-year term. The Secretary may be, but is not required to be, a Board member. The duties of the Secretary are to:

1. Keep meeting minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the Chair, before submitting them annually to the Treasurer on the first Monday of April and October and on such other times as the Treasurer requests;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report;
5. Arrange public inspection of the budget before adoption;
6. Publish required notices;
7. Sign official District documents requiring the Secretary's signature; and
8. Maintain Board policy, financial reports, publicity, and correspondence.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a Secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

#### Recording Secretary

Each Board may appoint a Recording Secretary who is a staff member and serves at the will of the Governing Board. The  
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Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or designee of the Chair receives notification from Board members who desire to attend a Board meeting by video or audio means. If the Recording Secretary is absent from any meeting or is unable to perform the duties of the office, a Secretary Pro Tempore, who may be a member of the Board, shall be appointed.

#### Treasurer

The Governing Board shall appoint a treasurer who shall serve at the will of the Governing Board.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Governing Board;
2. Maintain custody of District funds;
3. Maintain records of District funds and balances;
4. Prepare a monthly reconciliation report for the Director and Executive Board; and
5. Receive, hold, and expend District funds only upon the order of the Executive Board.

LEGAL REF.:

5 ILCS 120/7 and 420/4A-106.

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

CROSS REF.: 2:80 (Governing and Executive Board Member Ethics), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Governing and Executive Board Organizational Meetings), 2:220 (Board Meeting Procedures of the Governing and Executive Boards), 8:10 (Connection with the Community)

Adopted: February 26, 2020

**South Eastern Special Education Coop**

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