Administrative Rule

**ORGANIZATION OF THE BOARD**

*Code* **BD-R** *Issued* **1/19**

# Duties of the Chair

The chair presides at all meetings of the board and performs other duties as directed by law, regulations, and by the board. In carrying out these responsibilities, the chair will do the following:

* Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the board.
* Consult with the superintendent in the planning of the board’s agendas.
* Confer with the superintendent on crucial matters which may occur between board meetings.
* Appoint board committees, subject to board approval.
* Call special meetings of the board as necessary.
* Act as the public spokesperson for the board at all times, except as this responsibility is specifically delegated to others.
* Be responsible for the orderly conduct of all board meetings.

As presiding officer at all meetings of the board, the chair will do the following:

* Call the meeting to order at the appointed time.
* Announce the business to come before the board in its proper order.
* Enforce the board’s policies relating to the order of business and the conduct of meetings.
* Recognize persons who desire to speak and protect the speaker who has the floor from disturbance or interference.
* Explain what the effect of a motion would be if it is not clear to every member.
* Restrict discussion to the question when a motion is before the board.
* Answer all parliamentary inquiries, referring questions of legality to the board attorney.
* Put motions to a vote, stating definitely and clearly the vote and result thereof.

The chair has the right, as other board members have, to offer resolutions, discuss questions, and vote.

# Duties of the Vice-Chair

The vice-chair will have the powers and duties of the chair in his/her absence or during his/her disability and such other powers and duties as the board may from time to time determine.

# Duties of the Secretary

The secretary attends all board meetings and records the proceedings. The secretary will also supply records and other information which the board may require or need. Among his/her duties will be the following:

* Keep a permanent record of all proceedings of the board.
* Prepare such reports and perform such duties as may be prescribed by statutes or directions of the chair of the board.

The board, at its discretion, may employ a competent professional person to record minutes and proceedings of the board.

In the absence of the chair and vice chair, the secretary will act as the presiding officer.

In the absence of the chair, vice chair, and secretary, the board will elect a temporary chair to preside over the meeting.

**Duties of the Parliamentarian**

The parliamentarian attends all meetings of the board and gives advice in parliamentary procedure. Among the parliamentarian duties are the following:

* Be knowledgeable of parliamentary procedure and board policies.
* Advises the presiding officer on matters of procedure at meetings. The parliamentarian should be seated next to the presiding officer.
* Maintains a current copy of Robert's Rules of Order.

Issued 1/29/19