

Board of Education

Qualifications, Term, and Duties of Board Officers

The Board officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

The Board elects a President from its members for a two-year term. The duties of the President are:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Develop and review the Board agenda with the Superintendent;
4. Make all Board committee appointments, subject to Board approval;
5. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
6. Together with the Secretary, sign all orders drawn on the township school treasurer for the payment of salaries as fixed by the Board, and all orders drawn in payment of bills approved for payment by the Board;
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. Administer the oath of office to new Board members;
11. Serve as or appoint the Board's official spokesperson to the media; and
12. 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 President 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.

The Vice President shall fill a vacancy in the Presidency. If the President and Vice President are absent, a member of the Board shall be elected President pro tempore to serve in their absence.

Vice President

The Board shall elect a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency shall be filled by special Board election.

Secretary

The Board elects or appoints a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before election or appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. 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. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
3. Report to the Township Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Township Treasurer's report to the appropriate Intermediate Service Center;
4. Act as the local election official for the District;
5. Arrange public inspection of the budget before adoption;
6. Publish required notices;
7. Sign official District documents requiring the Secretary's signature;
8. Maintain Board policy, and such other official documents as directed by the Board;
9. Turn over to his/her successor, at the end of his/her term, all official books, records, papers, documents, and correspondence in his/her possession.

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

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Work with Administrative Assistant to Superintendent to 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 Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

The Treasurer for the District shall be appointed by the Township Trustees.

The Treasurer shall:

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

Qualifications, appointment, and duties of the Treasurer for the School District shall be as provided in the School Code. A vacancy in the Treasurer's office is filled by the Township Trustees.

Assistant Treasurer

The Assistant Treasurer is appointed by the Board for a two-year term and works with the Northfield Township School Treasurer to manage and oversee the District's finances.

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 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees) 2:210 (Organizational Board Meeting), 2:220 (School Board Meeting Procedure)

ADOPTED: January 25, 2011

REVISED: September 23, 2014

December 17, 2019

February 25, 2020