



Book	POLICY MANUAL
Section	100 SCHOOL BOARD OPERATIONS
Title	SCHOOL BOARD OFFICERS
Code	141
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The School Board shall elect a School Board President, School Board Vice President, School Board Clerk and School Board Treasurer from among its members to serve as officers of the School Board. School Board officers shall be elected annually at the organizational meeting of the School Board, which is to be held on or within 30 days after the fourth Monday in April. Voting for School Board officers shall be done by one of the following methods: secret ballot, roll call vote, signed ballot, voice vote. The officers shall be elected in the following order: President, Vice-President, Treasurer, and Clerk. Voting for any of the officers shall continue until a majority vote is received.

School Board officers shall serve for one-year terms, from one organizational meeting until the next provided that the officer remains a member of the School Board. In the event of an officer's absence or inability to act, or a School Board officer vacancy, the School Board shall appoint another School Board member to discharge the officer's duties using the same voting method as outlined above. When an officer is elected to fill a vacancy, the person elected to fill the vacancy shall serve until the next organizational meeting. As noted below, the Vice President shall automatically carry out the duties and responsibilities of the President in his/her temporary absence or inability to act.

Removal of any School Board officer from his/her position as an officer prior to the expiration of his/her term as an officer shall be handled in accordance with the requirements of state law and upon advice of legal counsel regarding the appropriate procedures.

School Board officers shall perform the following duties:

School Board President

The School Board President shall act as chair of board meetings and see that minutes of the meetings are properly recorded, approved and signed, and perform such other duties as are imposed by statute. The School Board President shall have the power to make motions and to vote on motions placed before the School Board for action. Wis. Stat. 120.15.

School Board Vice-President

The School Board Vice-President shall preside as chairperson at meetings in the absence of the School Board President. In the event the School Board President is unable to discharge his/her duties, the School Board Vice-President shall be appointed to carry out the duties of the School Board President.

School Board Clerk

The School Board Clerk shall record the proceedings of the District meetings; enter in the record book provided by the School Board the minutes of its meetings, orders, resolutions, and other proceedings; perform such other duties as are imposed by statute. The School Board Clerk may appoint a deputy clerk to conduct other business as necessary. Wis. Stat. 120.17.

School Board Treasurer

The School Board Treasurer shall attend meetings of the School Board and cause a complete and accurate record of all financial transactions to be kept; make an annual report at the district Annual Meetings; sign disbursements from the District Treasury and other documents as required by regulation or law; and perform any other duties as may be required by statute. Wis. Stat. 120.16.

Absence of School Board President

If the School Board President is unable to discharge the duties of his/her office due to disability or absence from the school district, Policy 181, Meeting Conduct, paragraph 2, shall prevail.

Absence of School Board Treasurer and School Board Clerk

If the School Board Treasurer or School Board Clerk are unable to discharge the duties of their office due to disability or absence from the school district, the School Board President may appoint another school board member to discharge the duties of such person until the disability or absence no longer exists.

Legal

[Section 17.13 \[removal of officers\]](#)

[Section 19.88\(2\) \[election of officers by secret ballot\]](#)

[Section 120.05 \[election of school board officers in common and union high school districts\]](#)

[Section 120.06 \[partial identification of clerk duties related to school board elections\]](#)

[Section 120.11\(2\) \[special school board meeting – clerk duties\]](#)

[Section 120.15 \[partial list of school board president duties\]](#)

[Section 120.16 \[partial list of school board treasurer duties\]](#)

[Section 120.17 \[partial list of school board clerk duties\]](#)