

Plano ISD
043910

OFFICERS AND OFFICIALS:
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

ORGANIZATIONAL MEETING	The organizational meeting for the election of Board officers shall be the first regular meeting following the completion of the election process and canvassing of election returns. Upon verification of receipt of Statement of Officer by the Secretary of State, New Trustees may take the oath of office before a notary public or another authorized person. The presiding officer of the meeting shall be determined first by highest ranking officer present; second, by senior member of the Board. [See BBB(LEGAL)]
BOARD OFFICERS	The Board shall elect a President, a Vice-President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.
ORDER OF BUSINESS	Unless changed by a two-thirds vote of those present, the order of business for each annual organizational meeting of the Board shall be as follows: <ol style="list-style-type: none">1. Opening of meeting by the presiding member with invocation.2. Elections:<ol style="list-style-type: none">a. President.b. Vice-President.c. Secretary.3. Designating signatories.4. Determining dates and times for regular monthly meetings.5. Appointment of school attorney.6. Appointment of health officer.

7. Appointment of parliamentarian.

PARLIAMENTARIAN A parliamentarian who is well versed in *Robert's Rules of Order, Newly Revised*, shall be recommended by the Superintendent and appointed by the Board.

The parliamentarian shall advise the President and Board on points of parliamentary procedure as requested.

TERM AND DUTIES OF OFFICERS Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

PRESIDENT In addition to the duties required by law, the President of the Board shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
3. Appoint all Board committees, unless otherwise provided by policy or Board consensus. [See BDB]

VICE-PRESIDENT The Vice-President of the Board shall:

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Become President only upon being elected to the position.

SECRETARY The Secretary of the Board shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice-President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of

the Board.

VACANCY

A vacancy among officers of the Board shall be filled by majority action of the Board.

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