

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION  
AGENDA STATEMENT

No. 3

MEETING OF October 27, 2021

Item Title:

**ORGANIZATION OF THE BOARD**

**ELECTION OF PRESIDENT, VICE-PRESIDENT AND CLERK-TREASURER**

Board Bylaw 9120 and state law specify that the School Board is to elect its officers with seven days after certification of the election results. The certification occurred on Tuesday, October 19, 2021 at a special Borough Assembly meeting.

Board Bylaws 9121, 9122, and 9123 detail specific responsibilities for the offices of president, vice president and clerk-treasurer. (*These policies are attached*).

Following is the procedure which has routinely been used to conduct the organization of the Board in the Ketchikan Gateway Borough School District.

*a. Election of President*

The gavel is provided to the Superintendent who opens the floor for nominations for Board President.

Once a President is elected, the Superintendent presents the gavel to the new President, who, in turn, carries out the process of electing a Vice President by opening the floor to nominations.

*b. Election of Vice President*

The same process is used to nominate the Clerk-Treasurer.

*c. Election of Clerk-Treasurer*

**NOTE:** If there is only one nominee for an office, the Board can elect by proclamation; more than one candidate for an office calls for a written ballot.

## **Bylaws of the Board**

BB 9121(a)

### **PRESIDENT**

The Board president shall preside at all School Board meetings. He/she shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure;
8. Put motions to a vote, and state clearly the results of the vote.

The president shall have all the rights of any member of the Board, including the right to move, second, discuss, and shall vote on all questions before the Board.

The president shall also perform other duties as directed by the Board, and state laws, regulations and the Board, including the duty to:

1. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent or designee on the preparation of the Board's agendas;
3. Appoint and disband all committees, subject to Board approval;
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
5. Excuse Board member absences from regular Board meetings.

*(cf. 9223 - Board Vacancies)*

**PRESIDENT** (continued)

6. Confer with the Superintendent or designee on crucial matters which may occur between Board meetings;
7. Be responsible for the orderly conduct of all Board meetings.
8. Share informational mail with other Board members.
9. Signs the minutes and contracts.

When the president resigns or is absent or disabled, the vice president or clerk/treasurer shall perform the president's duties. When both the president and vice president or clerk/treasurer are absent or disabled, the Board shall choose a president pro tempore to perform the president's duties.

*(cf. 9120 - Officers and Auxiliary Personnel)*

*(cf. 9320 - Meetings)*

*(cf. 9322 - Agenda/Meeting Materials)*

*Legal Reference:*

ALASKA STATUTES

*14.14.070 Organization of School Board*

**VICE PRESIDENT**

The duties of the vice president shall be to:

1. Certify or attest to actions taken by the Board when required.
2. Sign the minutes of the Board meetings following their approval in the absence of the president.
3. Sign documents as directed by the Board on behalf of the district, and sign all other items which require the signature of the vice president.
4. Serve as presiding officer in the absence of the president.
5. Perform any other duties assigned by the Board.

*(cf. 9120 - Officers and Auxiliary Personnel)*

*Legal Reference:*

ALASKA STATUTES

14.14.070 Organization of School Board

14.14.020 Bond required

## **Bylaws of the Board**

BB 9123

### **CLERK-TREASURER**

The Clerk-Treasurer shall have the following duties:

1. Signs contracts, resolutions, and minutes
2. Review accounts payable claims.
3. Serve as presiding officer in the absence of the president and vice-president.
4. Other duties as assigned by the Board.

*(cf. 3300 - Expenditures/Expending Authority)*  
*(cf. 3530 - Risk Management)*  
*(cf. 9120 - Officers and Auxiliary Personnel)*  
*(cf. 9322 - Agenda/Meeting Materials)*  
*(cf. 9324 - Board Minutes)*

*Legal Reference:*

ALASKA STATUTES  
*14.08.091 Administration*  
*14.14.070 Organization of School Board*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Revision Date: 8/9/06**

**Revision Date: 1/27/2016**