

1 **1210 THE BOARD OF TRUSTEES**

2 Qualifications, Terms and Duties of Board Officers

3 The Board officers are the Chairperson and Vice-Chairperson. These officers are elected at the annual
4 organizational meeting.

5 **Chairperson**

6 The Board elects a Chairperson from its members for a one-(1)-year term. The duties of the Chairperson
7 are:

- 8 • Preside at all meetings and conduct meetings in the manner prescribed by the Board’s policies;
- 9 • Make all Board committee appointments;
- 10 • Sign all papers and documents as required by law and as authorized by the action of the Board;
- 11 and
- 12 • Close Board meetings as prescribed by Montana law.
- 13 • Coordinate communication for the Board with the media and public groups

14 The Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board
15 members, including the right to participate in debate and to vote. The Chairperson may not make a
16 motion, but may second motions.

17 **Vice-Chairperson**

18 The Vice-Chairperson shall preside at all Board meetings in the absence of the Chairperson, and shall
19 perform all of the duties of the Chairperson in case of the Chairperson’s absence or disability.

20 Legal Reference:

21 § 20-3-321(2), MCA Organization and officers

22 § 2-3-203, MCA Meetings of public agencies to be open to the public exceptions.

23 § 20-3-352(2)2, MCA Request and determination of number of high school additional trustee positions –
24 nonvoting trustee

25 Policy History:

26 Adopted on: July 1, 2000

27 Revised on: November 25, 2013