

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD OFFICERS

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The officers of the District Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.

1. The District Board officers shall be elected at the annual organization meeting of the Board on the second Monday in July. [Wisconsin Statute §38.08 (3)]
2. If a vacancy occurs in any of the District Board officer positions after the annual organization meeting, the District Board shall elect an officer to fill the vacancy at a subsequent Board meeting. [Wisconsin Statute §38.08 (3)]
3. District Board officers will assume their official duties upon the completion of the election process in July, upon a subsequent election, or upon the election of a Chairperson Pro Tempore.
4. No person may serve as Chairperson for more than two successive annual terms. [Wisconsin Statute §38.08 (3)]
5. Board officers may delegate some of their duties to the College President but this does not relieve them of the responsibilities of the office they hold.

Board Officer Roles:

1. ***Chairperson's Role***

As the elected leader of the Board, the Chairperson shall maintain the integrity of the Board's process and represent the Board to outside parties. The Chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

- A. The Chairperson shall ensure that the Board and individual Board members act consistently with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College.

- B. The Chairperson shall preside at District Board meetings and shall set the general tone for each meeting through positive leadership. The meetings will be conducted in an efficient and effective manner in accordance with *Roberts Rules of Order*.
- C. Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not the President.
- D. Deliberation will be fair, open and thorough, but also efficient, timely, orderly, and to the point.
- E. While the Chairperson will attempt to arrive at a consensus by the Board members on Board decisions, it is understood that all final decisions are by vote of the Board. The Chairperson will stimulate discussion among the Board members.
- F. The Chairperson is authorized to use any reasonable interpretation of the provisions in GOVERNANCE PROCESS and BOARD-STAFF RELATIONSHIP policies in carrying out the role of Chairperson.
- G. The Chairperson has no authority to make decisions regarding implementation of the ENDS and EXECUTIVE LIMITATIONS policies. Such implementation is reserved for the President.
- H. The Chairperson is responsible for the Board/President relationship and shall communicate and interact with the President. However, since the President is responsible to the entire Board, the Chairperson has no authority to unilaterally supervise or direct the President.
- I. The Chairperson shall ensure that the other Board members are informed of current and pending Board issues and processes.
- J. The Chairperson shall appoint members of committees established by the Board.
- K. The Chairperson shall ensure compliance with all required duties imposed by law including, but not limited to, open meeting notification, official document and contract signing, and legal action.
- L. The Chairperson establishes Board meeting agendas with input from the Board and President.

## 2. ***Vice Chairperson's Role***

- A. The Vice Chairperson shall have all of the authority and duties of the Chairperson in the absence of the Chairperson.
- B. The Vice Chairperson shall have such other authority and duties as the Board may from time to time determine and direct.
- C. The Vice Chairperson shall oversee the President's annual evaluation process.

## 3. ***Secretary's Role***

- A. The Secretary is designated as the official custodian of all official records of the District.
- B. The Secretary shall sign all official documents to include District Board resolutions and district bond and note issues whereby debt obligations are incurred.
- C. The Secretary shall maintain a record and official minutes of all meetings of the Board.
- D. Where a function is assigned to the clerk of a governmental unit and the District is designated as one of such governmental units, such function shall be performed by the Secretary.
- E. The Secretary shall notify each member of the Appointment Committee when a Board vacancy occurs.
- F. The Secretary shall annually file with the clerk of each municipality a certified statement showing the amount of the tax levy.
- G. In the absence of both the Chairperson and the Vice Chairperson, the Secretary shall call the District Board meeting to order and shall serve as Chairperson while the Board elects a Chairperson Pro Tempore.
- H. A Deputy Secretary will be elected in the temporary absence of a Secretary.

#### 4. **Treasurer's Role**

- A. The Treasurer shall be the official custodian of all monies received by the District and shall be accountable for such funds. All College expenditures exceeding \$2,500 shall be approved by the Board. [Wisconsin Statute §38.12 (2)]
- B. The Board may, by resolution, authorize other persons' signatures or the use of a facsimile signature.
- C. The Board shall adopt, by resolution annually, appropriate procedures, safeguards, and policies for the use of the Treasurer's facsimile signature.
- D. A Deputy Treasurer will be elected in the temporary absence of a Treasurer.