

# School Board Briefing / Proposed Action Report

**Informational** (no action required by Board)     **Action Report** (Board will be required to take action)



**DATE:** November 18, 2016  
**FROM:** Dr. Larry Nyland, Superintendent, Secretary of the Board  
**LEAD STAFF:** Theresa Hale, Board Office Manager, thale@seattleschools.org  
Nate Van Duzer, Director of Policy and Board Relations,  
ntvanduzer@seattleschools.org

## 1. TITLE

Election of Officers

**For Introduction:** December 7, 2016

**For Action:** December 7, 2016

## 2. WHY BOARD ACTION IS NECESSARY

Pursuant to School Board Policy No. 1210, the Board shall elect from among its members a president, vice president, and member-at-large to serve one-year terms. This election takes place at the first regular meeting in December in non-election years.

## 3. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be \_N/A\_.

The revenue source for this motion is \_N/A\_.

Expenditure: N/A     One-time     Annual     Other Source

## 4. POLICY IMPLICATION

Policy No. 1210, Annual Organizational Meeting/Election of Officers, outlines the Board officer election process, and Policy No. 1220, Board Officers and Duties of Board Members, explains the duties of each elected officer.

## 5. RECOMMENDED PROCESS

The Superintendent shall act as Board secretary and will conduct the election of Board members.

Per Policy No. 1210, the election of officers will occur after the approval of the minutes (consent agenda) in the following order:

1. Call for nominations for president to serve during the ensuing year.
2. Election of a president (roll call vote).
3. Assumption of office by the new president.
4. Call for nominations for vice president to serve during the ensuing year.
5. Election of a vice president (roll call vote).
6. Assumption of office by the new vice president.
7. Call for nominations for member-at-large to serve during the ensuing year.
8. Election of a member-at-large (roll call vote).
9. Assumption of office by the new member-at-large.

## **6. BOARD COMMITTEE RECOMMENDATION**

N/A

## **7. BACKGROUND INFORMATION**

The duties of the officers are set forth in Board Policy Nos. 1220, Board Officers & Duties of Board Members, and 1240, Committees:

President - The President shall preside at all meetings of the Board of Directors and Executive Committee and sign all papers and documents as required by law or as authorized by the action of the Board. The President shall conduct the meetings in the manner prescribed by the Board's policies, provided that the President shall have the full right to participate in all aspects of Board action without relinquishing the chair, including the right to vote on all matters put to a vote.

It shall be the responsibility of the Board President to manage the Board's deliberation so that it is clear, concise, and directed to the issue at hand; summarize discussion and/or action before moving on to the next agenda item; and to generally manage the meeting so that the agenda is treated in an expeditious manner.

The President is authorized to consult with the Superintendent on issues prior to presentation to the full Board and perform tasks to facilitate Board meetings.

In dealing with the media and the public in general, the President or his/her designee will serve as the spokesperson of the Board. The president is authorized to report and discuss those actions which have been taken and those decisions made by the Board as a body. The president shall avoid speculating upon actions or decisions which the Board may take but has not yet taken.

The President shall confer with the Superintendent regarding Board meeting, work session and Board retreat planning.

Vice President - The Vice President shall serve on the Executive Committee and preside at Board meetings in the absence of the President, and shall perform all of the duties of the President in case of their absence or disability.

Member-at-Large: The Member-at-Large shall serve on the Executive Committee with the President and Vice President and shall preside at Board meetings in the absence of the President and Vice President, and shall perform all of the duties of the President in the case of their absence or disability.

## **8. RESEARCH AND DATA SOURCES / BENCHMARKS**

N/A

## **9. TIMELINE FOR IMPLEMENTATION / COMMUNITY ENGAGEMENT**

New officers will assume their duties immediately after they are elected. A brief recess may be taken after the election of officers to prepare the new officers for their roles in the meeting.