

The board shall consist of the following officers: President, Vice-President, and Clerk. At the first regular, special, or emergency meeting after the annual school board election and certification of election of new members, the board shall organize itself by the election from among its members a president, a vice-president, and a clerk. At its discretion, the board may appoint a deputy clerk. The deputy clerk may perform any of the duties and exercise any of the powers of the clerk.

The *president* of the Board of Education shall preside over all meetings of the board, appoint all committees approved by the board, and sign all warrants approved to be drawn upon school funds.

The *vice-president* of the Board of Education shall perform all duties of the president in the event of his or her absence or disability, including presiding over all regular, special, or emergency meetings of the board.

The *clerk* of the Board of Education shall notify board members of all board meetings and shall countersign all warrants drawn upon the treasurer of the district. The clerk, at the direction of the board, may destroy all claims, warrants, contracts, purchase orders, financial records, or documents relating to funds, including activity funds, if they have been on file for a period of five (5) or more years.

In compliance with state law, the clerk shall administer the Political Subdivisions Ethics Act, with respect to candidates for school district office. The clerk will oversee the filing of all campaign contributions and expenditure reports filed by school board candidates, including the name of each candidate's designated agent, and perform such other duties as the board may require and as permitted by law.

If appointed, the *deputy clerk* shall exercise the same powers as a clerk.

Approved: October 6, 2010

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Board Clerk

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Board President