

1 **Charlo Public School District**

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3 **THE BOARD OF TRUSTEES**

1210

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5 Qualifications, Terms, and Duties of Board Officers

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7 The Board officers are the Chairperson and Vice Chairperson. These officers are elected at the  
8 annual organizational meeting.

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10 Chairperson

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12 The Chairperson may be any trustee of the board, including an additional trustee as provided for in 20-3-  
13 352(2). If an additional trustee is chosen to serve as the Chairperson of an elementary district described  
14 in 20-3-351(1)(a), the additional trustee may not vote on issues pertaining only to the elementary district.  
15 The duties of the Chairperson include the following:

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  - Preside at all meetings and conduct meetings in the manner prescribed by the
  - 18 Board's policies;
  - 19 • Make all Board committee appointments;
  - 20 Sign all papers and documents as required by law and as authorized by action of
  - 21 the Board;
  - 22 • Close Board meetings as authorized by Montana law; and

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

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28 Vice Chairperson

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30 The Vice Chairperson shall preside at all Board meetings in the absence of the Chairperson and  
31 shall perform all the duties of the Chairperson during the Chairperson's absence or  
32 unavailability. The Vice Chairperson shall work closely with the Chairperson and shall assume  
33 whatever duties the Chairperson may delegate.

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|----------------------|-----------------------|--|
| 35 Cross Reference:  | Policy 1120           | Annual Organizational Meeting                  |
| 36                   |                       |  |
| 37 Legal References: | § 2-3-203, MCA        | Meetings of public agencies and certain        |
| 38                   |                       | associations of public agencies to be open to  |
| 39                   |                       | public – exceptions                            |
| 40                   | § 20-3-321(2), MCA    | Organization and officers                      |
| 41                   | § 20-3-351(1)(a), MCA | Number of trustee positions in high school     |
| 42                   |                       | districts                                      |
| 43                   | § 20-3-352(2), MCA    | Request and determination of number of high    |
| 44                   |                       | school district additional trustee positions – |
| 45                   |                       | nonvoting trustee                              |

46 Policy History:

47 Adopted on:

48 Reviewed on:

49 Revised on: 10/01/15