

1 Qualifications, Terms, and Duties of Board Officers

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

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6 Chairperson

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8 The Chairperson may be any trustee of the board, including an additional trustee as provided for in 20-3-  
9 352(2). The duties of the Chairperson include the following:

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- 11 • Preside at all meetings and conduct meetings in the manner prescribed by the Board’s policies;
- 12 • Make all Board committee appointments, subject to board consensus
- 13 • Sign all papers and documents as required by law and as authorized by action of the Board;
- 14 • Close Board meetings as authorized by Montana law; and
- 15 • Act as spokesperson for the Board.
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17 The Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board  
18 members, including the right to participate in debate and to vote. The Chairperson may not make a motion,  
19 but may second motions.

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21 Vice Chairperson

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23 The Vice Chairperson shall preside at all Board meetings in the absence of the Chairperson and shall perform  
24 all the duties of the Chairperson during the Chairperson’s absence or unavailability. The Vice Chairperson  
25 shall work closely with the Chairperson and shall assume whatever duties the Chairperson may delegate.

26	Legal References:	§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
27		§ 20-3-321(2), MCA	Organization and officers
28		§ 20-3-351(1)(a), MCA	Number of trustee positions in high school districts
29		§ 20-3-352(2), MCA	Request and determination of number of high school district additional trustee positions –nonvoting trustee
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37 Policy History:

38 Adopted on: February 2007  
39 Reviewed on:  
40 Revised on: November 15, 2011, January 2016

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42 *Note: The definition and duties of a chairperson (lines 8-12) were changed according to the 2011  
43 Legislative session. Also, legal references in lines 34-38 were added.*

44 *January 2016 revision note: Removed term of chair because is covered in other policy. Replaced  
45 Board approval of Chair committee appointments with consensus.*