

Election and Duties of Board Officers

Elections of board president and vice president

The Board of Education shall elect a president and a vice president whose terms of office are for two (2) years and until their successors are elected.

The elections shall be held during the first board meeting in January following a regular Board election held in the District.

[Utah Code § 53G-4-203\(1\)\(2\)\(2019\)](#)

Conducting the Election

Following the swearing in of newly elected board members during the first board meeting in January following a regular school board election, the incumbent president of the board yields the meeting to the Business Administrator, who presides temporarily during the election. After the election the incumbent President presides to the end of the meeting.

If the incumbent board president has not been re-elected, the incumbent Vice President conducts the meeting and yields the meeting to the Business Administrator, who conducts the election, after which the incumbent Vice-President continues to preside to the end of the meeting.

If the incumbent President and Vice President have not been re-elected, the Business Administrator administers the oath of office and conducts the election, after which the new President presides.

Election Process

The Business Administrator conducts the election for president and vice president, by the following process:

Nominations:

- Members interested in either office may use the self-nomination process, through written notification to the Business Administrator one week prior to the election meeting
- Board members may nominate officers from the floor
- A second is not required for nominations
- A nominee only becomes a candidate upon acceptance of the nomination

If more than one candidate exists for an office:

- Candidates are given an opportunity to share why they would like to serve in the board leadership position.

Voting:

- Voting is by voice vote with a quorum present
- If more than one candidate is running for an office, the Business Administrator asks all board members in favor of candidate A to raise their hand and then all board members in favor of candidate B to raise their hand, and so forth
- A nominee must receive a majority vote of the board members attending the meeting and voting to be elected to either office
- Should no nominee receive a majority vote, further nominations may be made

Removal from office

An officer appointed or elected by the Board may be removed from office for cause by a vote of two-thirds of the Board.

[Utah Code § 53G-4-203\(3\)\(2019\)](#)

Vacancy

When a vacancy occurs in the office of president or vice president of the Board for any reason, the Board shall elect a replacement for the unexpired term.

[Utah Code § 53G-4-203\(4\)\(2019\)](#)

Duties of Board Officers

The President:

- Presides at all meetings of the Board
- Countersigns with the Business Administrator all warrants and claims against the District as well as other legal documents approved by the Board
- Establishes board committees and their membership
- Makes assignments to individual board members to serve on district committees and boards that need school board representatives
- Ensures strict adherence to the Utah Open Meetings Act
- Ensures board members receive annual training on the Utah Open Meetings Act and governance of School Community Councils
- Sets the board meeting agenda with the Superintendent and Vice President
- Works for efficient and orderly board meetings with participation from all board members
- Reviews and edits board meeting minutes awaiting formal approval by the Board
- Directs the search and interviewing process for the appointments of the Superintendent and Business Administrator
- Serves as the board spokesperson in the oversight of the Superintendent
- Directs the evaluation and contract negotiations of the Superintendent and Business Administrator
- Leads communication with board members regarding issues of concern, especially on appeals regarding administrative action
- Communicates with the press and the community as the board spokesperson
- Leads the audit committee and serves as the direct link with the external auditor including reviewing drafts of the audit report
- Oversees the establishment and review of board policy

The president may delegate duties not specifically outlined in state law to other board members.

The Vice President:

- Conducts board meetings in the absence of the President
- Assumes duties of the President, in the absence of the President
- Sets the board meeting agenda with the Board President and the Superintendent

[Utah Code § 53G-4-205 \(1\), \(2\)\(2019\)](#)