

**2002**  
**Organization of the Board**

1. Membership, Term and Election

- a. The Board of Education shall be comprised of six members who will be elected at large.
  
- b. Those who wish to serve on the board shall file, be nominated and elected, and serve terms of office on the board according to law.

2. Internal Organization

a. President

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
  
- ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.
  
- iii. The president or his or her designee shall co-sign claims with the board secretary or their designee to be paid by the district.

b. Vice President

- i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
  
- ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

c. Secretary

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.
  - iii. The secretary or his or her designee shall co-sign claims with the board president or their designee to be paid by the district.
- d. Treasurer
- i. A treasurer from the board will be designated on a year-to-year basis.
  - ii. The treasurer is the custodian of the monies of the district.
  - iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- e. Committees
- i. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
  - ii. The Board shall maintain the following standing committees: Auditing, Building and Grounds, and Negotiations appointed on a yearly basis at the January meeting.
  - iii. On or before the beginning of each school year, the board shall appoint three members to form a Committee on Americanism. The committee's duties shall be those prescribed by section 79-724 of the Nebraska statutes.

3. Vacancies.

- a. A vacancy on the board of education shall exist when any one of the follows occurs:
  - i. A member submits his or her formal resignation from the board.
  - ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.
  - iii. A member misses more than two consecutive meetings unless excused by a majority of the remaining members, shall, as provided by law, vacate the position.
- b. Any vacancy of the board resulting from any cause other than that of the expiration of a term shall be filled according to the procedures dictated by Nebraska law.

Adopted on: July 11, 2006

Revised on: \_\_\_\_\_

Reviewed on: June 15, 2006