



Adopted: September 18, 1996

EMID 6067 Board Policy 202

Revised: February 18, 2004, November 18, 2009; October, 2014; October 19, 2016

202 BOARD OFFICERS

I. PURPOSE

Board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of EMID programs. The purpose of this policy is to delineate those responsibilities.

II. BOARD ORGANIZATION

The Sixth Amended Joints Powers Agreement entered into by its member districts was pursuant to the authority of and in accordance with MN Stat. 471.59. Articles One, Two, Three, and Four of the Sixth Amended Joint Powers Agreement define the East Metro Integration District organization.

- A. The Board shall meet annually and organize by selecting a chair, vice-chair, clerk, treasurer, and such other officers as the Board may determine. Board officers shall serve for a one-year term.
- B. As a guideline, Board members should not hold the same office for more than three (3) consecutive years.
- C. Any Board officer may be removed by a minimum of a two-thirds vote of the Board.
- D. The Board shall employ an Executive Director who shall be an ex-officio, non-voting member of the Board.

III. OFFICER'S RESPONSIBILITIES

- A. Chair.
 - 1. The chair shall preside at all meetings of the Board, countersign all orders upon the treasurer for claims allowed by the Board, represent the District in all actions, and perform all duties a chair usually performs.
 - 2. The Chair shall be a member of the Executive Committee.



B. Vice-Chair.

1. The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.
2. The Vice-Chair shall be a member of the Executive Committee.

C. Treasurer.

1. The treasurer or designee shall deposit the funds of the District in the official depository.
2. The treasurer or designee shall make all reports which may be called for by the Board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer or designee shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.
4. The Treasurer shall be a member of the Executive Committee.

D. Clerk.

1. The clerk or designee shall keep a record of all Board meetings.
2. The clerk or designee shall provide reports and other items of information as called for by the Minnesota Department of Education and/or required by statute.
3. The clerk or designee shall authorize the payment of employee claims allowed by the Board for salaries of directors and for employee wages to be countersigned by the chair.
4. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.
5. The Clerk shall be a member of the Executive Committee.

IV. EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the Officers of the Board – The Chair, Vice Chair, Treasurer, and Clerk.

Legal References: Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
Minn Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: EMID Polichy 101.1 (Legal Status of the District)
EMID Policy 201 (Legal Status of the Board)
EMID Policy 203 (Operation of the Board-Governing Rules)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties