

<p><b>PRESTON COUNTY BOARD OF EDUCATION</b></p> <p><b>FILE: 1 – SCHOOL BOARD BYLAWS AND ORGANIZATION</b></p> <p><b>File: 1-7 Board Officers: Elections, Duties, Filling Vacancies and Annual Self-Assessment</b></p>	<p><b>Last Reviewed: 8-9-10</b></p> <p><b>Next Review: 7-1-12</b></p>
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The Board shall meet the first Monday in July following each biennial primary election. The purpose of the meeting is to elect, by secret ballot, a president and vice-president from its own membership to serve a two-year term. The member with the greatest seniority shall preside at this meeting until officers have been elected.

The Board shall conduct no other business until a president and vice-president are elected. The name of the member elected as board president shall be promptly reported to the State Superintendent of schools. The Board shall, at this meeting, also set a time for the regular monthly meetings. The newly elected president shall assume his/her duties immediately upon election. (WVC §18-4-10, §18-5-1c, §18-5-4, §18-5-25 and §18-9-6)

**R 1-7-1 Duties of Elected Officers**

**President**

The president shall preside at all meetings of the school board, shall appoint committees when authorized by the Board, shall serve as an ex officio member of all committees, shall sign the records of the school board, and shall perform other duties prescribed by law or by action of the Board.

- ❖ S/he shall decide, at Board meetings, questions of order;
- ❖ S/he shall have the same right as other members to offer resolutions, to make motions or second motions, to discuss questions and to vote thereon;
- ❖ S/he shall call special meetings of the Board;
- ❖ S/he shall sign official district documents that require the signature of the President's office.
- ❖ S/he shall be an ex-officio member of all committees serving the school system.

**Vice-President**

The Vice-President shall be elected from the membership of the Board. S/he shall preside in the absence of the President. In this capacity, s/he is empowered to act and carry out all duties of the president during any period that the President is absent or incapacitated.

**Secretary**

As prescribed in the State statutes, the County Superintendent of Schools shall be the secretary for the Board of Education. The secretary shall:

- ❖ Take the oath prescribed in the Constitution before performing any of the duties of his/her office;
- ❖ Attend all Board meetings except when his/her administration or employment is under consideration, and record its official proceedings in a book kept for that purpose;

- ❖ Record the number of each order issued, the name of the payee, the purpose for which the order was issued, and the amount thereof. Every order must be signed by the Secretary and the President of the Board;
- ❖ Care for and keep all papers belonging to the Board, including evidences of title, contracts and obligations in the Secretary's office;
- ❖ Record and keep on file all papers and documents pertaining to the business of the Board;
- ❖ Keep the accounts and certify the reports required by law or requested by the Board;
- ❖ Administer oaths to school officers, teachers, and others making reports;
- ❖ Deliver in proper condition to his successor all records and property pertaining to the office; and
- ❖ Exercise such other duties as are prescribed by law or the Board of Education.  
(WVC §18-5-25)

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#### **R 1-7-2 Filling Vacancies**

Should the office of the president be vacated, the vice-president of the Board shall assume the duties of the president. Should the office of the vice-president be vacated, at the next regular meeting of the Board, a new vice-president shall be elected.

In the event the president and vice-president are absent, the Board member with seniority shall preside for that particular meeting or segment thereof.

#### **R 1-7-3 Annual Self-Assessment**

The Preston County Board of Education shall complete a self-assessment of its performance annually using an instrument approved by the State Board. The evaluation instrument selected shall focus on the effectiveness of the Board in the following areas:

- ❖ How effectively the Board deals with its various constituency groups and with the general public;
- ❖ How the Board provides a proper framework and the governance strategies necessary to monitor and approve student achievement on a continuing basis; and
- ❖ Enhancing the effective utilization of the policy approach to governance.

At the conclusion of the evaluation, the Board shall make a summary of the evaluation results, including areas in which it concludes improvement is warranted, to the public.  
(WVC §18-5-1c)

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Adopted: January 24, 1983  
Amended/Revised: July 10, 2000; August 9, 2010