Governance

Qualifications, Terms, and Duties of Board Officers

The officers of both the Board of Directors and the Governing Board shall be a Chairperson, a Vice Chairperson, and Secretary. Officers shall be elected to one (1) year terms at a meeting held in May of each year. Either Board shall establish such other officers as it deems necessary. No officer shall receive any compensation. Upon advance approval and upon submission of an itemized statement thereafter, any officer may be reimbursed for cash actually expended by him/her in the performance of his/her duties in connection with SASED.

Chairperson

Each Board elects a Chairperson from its members for a one-year term. The duties of the Chairperson are:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Attend and observe any Board committee meeting at his or her discretion;
4. Sign official SASED documents requiring the Chairperson's signature, including Board minutes;
5. Call special meetings of the Board;
6. Serve as *the head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
7. Ensure that a quorum of the Board is physically present at all Board meetings; and
8. The Chairperson of the Board of Directors shall serve as or appoint SASED's official spokesperson to the media.; and
9. Except when the Board Chairperson is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member.
10. Ensure that all fingerprint-based criminal history records information checks, screenings, and sexual misconduct-related employment history reviews (EHRs) required by State Law and policy 5:30: *Hiring Process and Criteria*, are completed for the Executive Director.

The Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice Chairperson fills a vacancy in the Chairpersonship.

Vice Chairperson

Each Board elects a Vice Chairperson from its members for a one-year term. The Vice Chairperson performs the duties of the Chairperson if:

1. The office of Chairperson is vacant;
2. The Chairperson is absent; or
3. The Chairperson is unable to perform the office's duties.

A permanent vacancy in the Vice Chairpersonship is filled by a special Board election.

Secretary

Each Board elects a Secretary who serves a one-year term. The duties of the Secretary are to:

1. Keep meeting minutes for all Board meetings and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the Chairperson;
4. Arrange public inspection of the budget before adoption;
5. Publish required notices;
6. Sign official SASED documents requiring the Secretary's signature; and
7. Maintain Board policy, and other such official documents as directed by the Board.

A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Administrative Assistant to the Executive Director shall serve as the Recording Secretary to both the Governing Board and the Board of Directors.

For each Board the Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Executive Director receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

The SASED Director of Business Services/CSBO shall serve as the Treasurer to both the Governing Board and the Board of Directors. He or she will receive no remuneration over and above his or her regular salary for these duties.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board of Directors;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Executive Director and Board of Directors; and
5. Receive, hold, and expend SASED funds only upon the order of the Board of Directors.

LEGAL REF.: 105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/17-1, 5/21B-85, and 5/22-94.

CROSS REF.: 2:80 (Board Member Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational Board of Control Meeting) 2:220 (Board of Directors Meeting Procedure), 5:30 (Hiring Process and Criteria)

ADOPTED: May 24, 2023