

**Board of Education Officers
Board of Education
Wrightstown Community School District**

The Wrightstown Community School District Board of Education consists of seven (7) members, elected at large from the area served by the District. Eligibility to serve on the Board is set forth in Wisconsin State Statute. The Board of Education shall elect, from its members, a President, Vice-President, Treasurer, and Clerk/Secretary.

Officers shall be elected by the Board members at the May organizational meeting, consistent with the first meeting for newly elected members. Election of officers shall be by a majority of vote of existing Board members present at a Board meeting. Secret ballots may be utilized only for election of officers. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

The **President** of the Board shall:

- Act as chairperson at meetings of the Board and ensure that minutes of meetings are properly recorded, approved, and signed;
- Countersign all checks, share drafts, or other drafts for disbursement of District funds;
- Defend on behalf of the District all actions brought against it;
- Serve as the Board of Education spokesperson as necessary;
- Perform other duties appropriate to the office of the President under 120.15 Wis Stats;
- Have the right, as other members of the Board, to offer resolutions and motions, to discuss questions, and to vote thereon; and
- Perform other duties as prescribed by the Board.

The President shall be the **Presiding Officer** at all meetings of the Board of Education. In the absence, disability, or disqualification of the President, the Vice-President or Clerk or Treasurer shall act as the Presiding Officer instead.

The **Vice-President** of the Board shall:

- Preside at meetings of the Board when the President is not able to attend;
- In case of a vacancy in the office of President, succeeding to the office of President for the balance of the unexpired term.
- Perform other duties appropriate to the office of the Vice President;
- Have the right, as other members of the Board, to offer resolutions and motions, to discuss questions, and to vote thereon; and
- Perform other duties as prescribed by the Board.

The **Treasurer** of the Board of Education shall:

- Countersign all checks, share drafts, or other drafts for disbursement of District funds;
- Review all monthly expenditures, bills listings, and revenue statements; seek clarification from school district personnel for reports prior to Board approval
- Perform other duties appropriate to the office of the Treasurer under 120.16 Wis Stats;
- Have the right, as other members of the Board, to offer resolutions and motions, to discuss questions, and to vote thereon; and
- Perform other duties as prescribed by the Board.

The **Clerk** of the Board of Education shall:

- Act as clerk and record the proceedings of all meetings of the Board;
- Countersign all checks, share drafts, or other drafts for disbursement of District funds;
- Serve as the chief election officer of the District with the authority to report the name and post-office addresses of each Board member, within ten (10) days after election;
- Perform other duties appropriate to the office of the Clerk under 120.17 Wis Stats;
- Have the right, as other members of the Board, to offer resolutions and motions, to discuss questions, and to vote thereon; and
- Perform other duties as prescribed by the Board.

Approved: 3/17/2021

Reviewed:

Revised: 5/17/2023

Legal References: Wis. Stats 120.10, 120.15, 120.17