

BOARD OF EDUCATION MEMBERSHIP

The Board of Education is composed of five (5) members serving three (3) year staggered terms. They are chosen by election at the annual meeting of the School District at the same time that the voters of the School District vote on the annual School District budget.

Board of Education Member Qualifications

The qualifications of a candidate for the office of member of the Board of Education are that the candidate be:

- 1. able to read and write;
- 2. a qualified voter of the School District; and
- 3. a resident of the School District for at least one (1) year prior to election.

No employee of the School District may be a member of the Board of Education, except as permitted by law.

Election of Board of Education Members

The election of members of the Board of Education shall be held on the third Tuesday in May, unless this date conflicts with religious observances on that day, in which case it shall be held on the second Tuesday in May. The polls shall be open for those hours designated by the School District.

Board Member Removal

A Board of Education member may be removed from office by the Commissioner of Education according to Education Law, §306 or by the Board of Education according to subdivision 18, §1709 of the Education Law.

Also, a member of the Board of Education can be declared to have vacated his/her office if he/she refuses or neglects to attend three.(3) successive Board meetings without a valid cause.

Filling Board Vacancies

The Board of Education has the power to fill any vacancy, by a majority vote, which may occur on the Board of Education by reason of death, resignation, removal from office from the School District, or refusal to serve, of any member or officer of the Board of Education. The person so appointed in the place of any such member of the Board of Education shall hold his/her office until the next annual election of Board of Education members. The unexpired term of the office will then be filled by election.

The Board of Education shall have the power to call a special School District election for the
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purpose of filling the unexpired term of office or a member of the Board of Education.

Board Officers

The President and Vice-President of the Board of Education shall be elected by members of the Board of Education at the annual reorganization meeting in July.

Duties of the President of the Board

In addition to his/her duties as a Trustee of the Board of Education, the duties of the President of the Board of Education shall be as follows:

1. to schedule and preside at all meetings;
2. to call special meetings he/she considers necessary or on request of one member of the Board;
3. to appoint committees with the advice of fellow Board of Education members;
4. to act as an ex-officio member of all committees;
5. to execute all documents on behalf of the Board of Education;
6. to act as the official spokesperson for the Board of Education concerning any actions of the Board of Education; and
7. to exercise all other powers and perform all other duties pertaining to the Office of President.

Duties of the Vice President

The Vice-President shall assume all the duties of the President in his/her absence.

New Board of Education Member Orientation

The Board of Education and the administrative staff shall assist each new Board of Education member-elect to become familiar with and to understand the Board of Education's functions, policies and procedures, and the School District's operation before taking office. Each Board of Education member-elect shall within one (1) week of election:

1. be given selected materials covering the function of the Board of Education and the School District, including (a) policy manual, (b) copies of key reports prepared during the previous year by school Board of Education committees and/or the administration, (c) all current contracts with collective bargaining units, and (d) any materials which may be deemed helpful and informative;
2. be invited to attend all Board of Education meetings (excluding executive sessions) and functions;
3. be invited to meet with the Superintendent of Schools and other administrative

personnel to discuss the services that they perform for the Board of Education and the School District; and

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4. be invited and encouraged to attend the New York State School Boards Association's workshop for New School Board Members.

Board of Education Member Training

Members of the Board of Education elected or appointed shall, within the first year of their term, complete a minimum of six (6) hours of training on the fiscal oversight, accountability and fiduciary responsibilities of a Board of Education member. Such training may be offered as part of a general course of training for the purpose of educating Board. of Education members on their powers, functions and duties.

Each member shall demonstrate compliance with this requirement by filing with the District Clerk a certificate of completion of such course issued by the provider. Actual and necessary expenses incurred in complying with this requirement shall be advanced by the School District or reimbursed to the Board of Education member upon the presentment of documentation reflecting the amount incurred and paid for the by the Board of Education member.

Cross-ref:

Ref: Education Law §§1709(17); 2102; 2102-a; 2103; 2109; 2113; 2121; 2122; 2130

Adoption Date: **June 21, 2016**