

**OLYMPIC ESD 114 BOARD POLICY
BOARD OFFICERS AND DUTIES OF BOARD MEMBERS**

POLICY 1220

Board Chairperson

1. The Olympic ESD 114 (OESD) Board (Board) Chairperson shall preside at all Board meetings and shall exercise powers as required by law or as authorized by action of the Board. The Chairperson shall have the full right to participate in all aspects of Board action including the right to vote on all matters put to a vote.
2. The Chairperson shall enforce parliamentary procedure as determined by Robert's Rules of Order.
3. The Chairperson will be the official recipient of correspondence directed to the Board and shall sign any official documents as required.
4. The Chairperson may, with approval of the Board, appoint Board members to special committees of a limited duration as may be required.
5. The Chairperson shall call special meetings as provided by law.
6. The Chairperson or his/her designee shall serve as the spokesperson for the Board in communicating with the media and the public in general.

Board Vice Chairperson

The Vice Chairperson shall preside at Board meetings in the absence of the Chairperson and shall perform all duties of the Chairperson in the case of his/her absence or disability.

Legislative Representative

The legislative representative shall serve as the Board's liaison with legislative entities identified by the Board. The legislative representative shall convey the Board's views and concerns to these entities. The legislative representative shall monitor proposed educational legislation and inform the Board of the issues.

AESD Executive Board Representative

The AESD Executive Board representative shall serve as the Board's liaison with the AESD Executive Board, attend AESD Executive Board meetings, convey the OESD Board's views and concerns to the AESD Executive Board, and inform the OESD Board of the issues.

Duties of Individual Board Members

The authority of individual Board members is limited to participating in formal actions taken by the Board when legally in session. Board members shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound in any way by any action taken or statement made by any individual Board member except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each Board member shall review the agenda and any study materials distributed prior to each

**OLYMPIC ESD 114 BOARD POLICY
BOARD OFFICERS AND DUTIES OF BOARD MEMBERS**

POLICY 1220

OESD Board meeting and be prepared to participate in the discussion and decision-making for each agenda item.

Each Board member is obligated to attend Board meetings regularly. When possible, each member shall give advance notice to the chair or Superintendent of his/her inability to attend a Board meeting. A majority of the Board may excuse a member's absence from a meeting if requested to do so. The Board may declare a Board member's position vacant after four consecutive unexcused absences from regular Board meetings.

LEGAL REFERENCE:

RCW 28A.310.200 ESD Board - Powers and Duties

RCW 28A.310.220 ESD Board - Delegation of Powers and
Duties to the Superintendent

Date Adopted: October 20, 1988

Revised: April 17, 2008, February 16, 2012

Renumbered: January 21, 2016, from 1090

Revised: March 21, 2019

Revised: February 15, 2024