

## **Richmond School District Policy Statement Individual Board Member Authority/Responsibilities**

**Policy #: 161**

Members of the Board shall have authority only when acting as a Board legally in session except where the member has specific statutory obligations as a Board officer or is acting under the direction and specific instruction of the full Board. The Board shall not be bound in any way by any statement or action on the part of an individual member except when such statement(s) or action(s) is pursuant of specific instructions from the Board. The removal of Board members shall be in accordance with state law.

The duties and obligations of an individual Board member are as follows:

1. Provide leadership for student achievement and concentrate your efforts on the Board's policymaking, planning and evaluation responsibilities.
2. Recognize that the basic function of the Board is policy making and developing the framework that will govern the operation of the District.
3. Refer all complaints to the appropriate staff and advise them to follow the proper chain of command as established by Board policy and procedure.
4. Become well-informed concerning Board member duties, education issues and the proper functions of public schools.
5. Attend all properly noticed monthly Board meetings and applicable committees in so far as possible and understand and comply with the Open Meeting Laws and Public Records Laws.
6. Be prepared to discuss and act on meeting agenda items. Be informed about meeting agenda items and educational issues in general.
7. No Board member, by virtue of his/her office, shall exercise any administrative responsibility with respect to the schools or, as an individual, command the services of any school employee.
8. When an individual Board member requests information to fulfill his or her role as a board member, it may be provided to all Board members at the discretion of the District Administrator. An individual Board member will, insofar as possible, inform the District Administrator and staff of key questions and considerations prior to a Board of Education meeting.
9. Refrain from conduct that creates a conflict of interest for the board member as defined by state law.
10. Comply with the District's non-discrimination policy by refraining from making derogatory remarks toward persons based in whole or in part on race, color, national origin, religion, sex, handicap, disability, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental or learning disability handicap, or any other discriminatory factor.

Legal References:	Wisconsin Statutes
<a href="#">Section 19.81</a>	<a href="#">[Open Meeting law]</a>
<a href="#">Section 19.88(2)</a>	[election officers by secret ballot]
<a href="#">Section 19.42</a>	[statutory definitions related to the code of ethics for local government officials]
<a href="#">Section 19.59</a>	[ethical standards for local government officials]
<a href="#">Section 118.001</a>	<a href="#">[duties and powers of school board broadly construed]</a>
<a href="#">Section 120.05(1)</a>	<a href="#">[election of board officers in common and union high school districts]</a>
<a href="#">Section 120.06(8)</a>	[clerk duties related to school board elections]
<a href="#">Section 120.11(2)</a>	[special board meeting – clerk duties]
<a href="#">Section 120.12</a>	[school board duties]

[Section 120.13](#) [school board powers]  
[Section 120.15](#) [board president duties]  
[Section 120.16](#) [board treasurer duties]  
[Section 120.17](#) [board clerk duties]  
[Section 946.12](#) [[misconduct in public office](#)]  
[Section 946.13](#) [private interests in public contracts prohibited]

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