

## Cooperative Boards

### Qualifications, Term, and Duties of Board Officers

The Governing Board's officers are: Chairperson, Vice Chairperson, and Secretary. The Operational Board's officers are Chairperson, Vice Chairperson, Secretary, and Treasurer. These officers are elected or appointed by the Boards at their organizational meeting.

### Chairperson

The Board elects a Chairperson from its members for a 1-year term. The duties of the Chairperson are:

1. Focus the Board meeting agendas on appropriate content and preside at all meetings;
2. Make all Board committee appointments, unless specifically stated otherwise;
3. Be a member of all Board committees;
4. Represent the Board on other boards or agencies;
5. Sign official Cooperative documents requiring the Chairperson's signature, including Board minutes;
6. Call special meetings of the Board;
7. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
8. Ensure that a quorum of the Board is physically present at all Board meetings; and
9. Serve as the Board's official spokesperson to the media.

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 office of Chairperson.

### Vice Chairperson

The Board elects a Vice Chairperson from its members for a 1-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 vacancy in the office of Vice Chairperson is filled by special Board election.

### Secretary

The Board appoints a non-Board member to the office of Secretary who serves a 1-year term or at the Board's pleasure. The Secretary shall perform or delegate the following duties.

1. Keep 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 Cooperative documents requiring the Secretary's signature; and
7. Maintain Board policy and such other official documents as directed by the Board.

A vacancy in the office of Secretary is filled by Board appointment.

### Treasurer

The Treasurer of the Operational Board shall be an appointed non-Board member who serves a 1-year term or at the Board's pleasure. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

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

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.  
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, and 5/17-1.

CROSS REF.: 2:210 (Organizational Board Meetings)

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