

Title: DUTIES OF OFFICERS OF MATC DISTRICT BOARD	Code: A0104-A
Authority: Board Minutes, 11/18/81; 9/29/99; 12/18/01; 9/24/02; 9/25/07	Original Adoption: 11/18/81 Revised/Reviewed: 9/25/07 Effective: 9/26/07

The District Board shall hold its Annual Organizational Meeting on the second Monday in July at which time it shall elect from among its members a Chairperson, Vice Chairperson, Secretary, and Treasurer.

**A. PRESIDING OFFICER -- Chairperson**

1. Open meetings on time, with quorum being present.
2. Announce business in order.
3. Recognize members entitled to floor.
4. State and put to vote questions properly coming before the district board.
5. Announce the result of each vote.
6. Protect the district board from dilatory or frivolous motions.
7. Rule improper motions out of order.
8. Enforce rules of debate and decorum.
9. Expedite business, while ensuring rights of members are respected.
10. Decide questions of order (subject to appeal). The Chairperson may, on his/her own, submit questions to the district board for discussion.
11. Respond to inquiries for parliamentary or factual information.
12. Authenticate by his/her signature, when necessary, all acts, orders, and procedures of the District Board.
13. Adjourn the meeting:
  - a. Upon vote of the district board;
  - b. At a time previously prescribed;
  - c. In the event of a sudden emergency affecting the safety of those present;
  - d. When business is concluded.
14. Appoint committees. (Note: Power is not transferable.)

---

Title: DUTIES OF OFFICERS OF MATC DISTRICT BOARD	Code: A0104-A
--	---------------

---

**A. PRESIDING OFFICER -- Chairperson** (continued)

15. Conduct correspondence which is not a function of another office or committee.
16. Review the agenda (order of business) with the President prior to each meeting.
17. Make assignments to District Board committees.
18. Ensure that a professional development plan for board members is in place.

**B. PRESIDING OFFICER -- Vice Chairperson**

1. Serves in the absence of the Chairperson.
2. Takes chair upon the request of the Chairperson.
3. Fills a vacancy in the office of the Chairperson caused by resignation or death.
4. Additional duties:
  - a. Administrative as assigned by the chairperson;
  - b. May be appointed committee chairperson or committee member.

**C. PRESIDING OFFICER -- Secretary**

1. In the absence of the Chairperson and Vice Chairperson, call the meeting to order and preside until the election of a chairperson pro tem.
2. Sign all documents as directed by the district board.
3. Oversee the following:
  - a. Make a recording of all proceedings of the District Board;
  - b. Keep all committee reports;
  - c. Keep an official membership roll;
  - d. Take roll call;
  - e. Make minutes and records available to members upon request;
  - f. Furnish committees with required documents;
  - g. Act as custodian of all records and official papers;
  - h. Provide a copy of the minutes of the prior meeting.

---

Title: DUTIES OF OFFICERS OF MATC DISTRICT BOARD
--

Code: A0104-A
---------------

---

**C. PRESIDING OFFICER -- Secretary** (continued)

4. On or before the first Monday in March, or within 30 days of the date on which a vacancy on the district board occurs, the District Board Secretary shall notify each member of the appointment committee, each governing body having a member on the appointment committee and the board of the vacancy or of terms of office which will expire during the year.
5. Shall receive, within five days of appointment of District Board members, a notification of official board appointments from either the chairperson of the appointment committee, or from the Wisconsin Technical College System Board.

**D. PRESIDING OFFICER -- Treasurer**

In the absence of the Chairperson, Vice Chairperson, or Secretary, call the meeting to order and preside until the election of a chairperson pro tem.

1. Oversee district funds and financial reports as follows:
  - a. Maintain custody of all funds;
  - b. Make deposits of monies in bank;
  - c. Make payment of bills;
  - d. Prepare financial reports annually or periodically as required.
2. Furnish all necessary records to auditors as directed by the District Board.
3. Oversee the auditing process and present the report to the District Board.