

POLICY

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BY-LAWS

SUBJECT: DUTIES OF BOARD OFFICERS

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

Duties of the President of the Board

The President's duties include the following:

- a) Presides at all meetings of the Board, which includes but is not limited to:
 1. Calling the meeting to order at the appointed time.
 2. Announcing the business to come before the Board in the proper order.
 3. Enforcing the Board's policies relating to the order of business and the conduct of business.
 4. Recognizing persons who wish to speak, and protect the speaker who has the floor from disturbances or interference.
 5. Explaining the effect a motion would have if it is not clear to members.
 6. Restricting discussion to the question when a motion is before the Board.
 7. Answering parliamentary inquiries, referring questions of legality to the Board attorney.
 8. Placing motions to a vote, stating definitely and clearly the vote and the result thereof.
- b) Acts as chief fiscal officer of the Board;
- c) Calls special meetings as necessary or on request;
- d) Appoints members to all committees of the Board;
- e) Serves ex-officio as a member of all committees;
- f) Executes documents on behalf of the Board;
- g) Acts as official spokesperson for the Board and its members, just as the Superintendent acts as spokesperson for the District and its personnel;
- h) Receives all communications presented to the Board;
- i) Enforces the rules of order;
- j) Votes together with others members of the Board;
- k) Acts as temporary chairman of the annual district meeting and special district meetings;
- l) Offers resolutions, along with other members, and discusses questions

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- m) Aids in agenda preparation.
- n) Performs the usual and ordinary duties of the office.

Duties of the Vice-President of the Board

The duties of the Vice-President shall be:

- a) To act for the President in case of the President's absence or inability to act, within statutory limitations;
- b) To preside at all meetings in the absence of the President;
- b) By resolution at the annual reorganizational meeting of the Board, to sign documents in case of absence or disability of the President.

Line of Authority

In the absence of the President and Vice-President, the District Clerk shall take nominations among Board members to elect a President Pro Tempore to preside over a Board of Education meeting.

Education Law Section 1701

Adopted: 2/25/16