

### 0171 DUTIES OF BOARD PRESIDENT AND VICE PRESIDENT

The President shall preside at all meetings of the Board and shall perform other duties as directed by statute, State Department of Education regulations, and this Board. In carrying out these responsibilities, the President shall:

1. Subscribe bonds, notes, contracts, and other legal instruments for which the signature of the President is required, N.J.S.A. 18A:24-32. Sign all school district warrants, N.J.S.A. 18A:19-1. Certify to all payrolls, N.J.S.A. 18A:19-9.
2. Consult with the Superintendent on the Board agendas.
3. Appoint Board committees and chairpersons.
4. Require the Board Secretary to call special meetings of the Board, N.J.A.C. 6A:32-3.1.
5. Be an ex officio member of all Board committees at his/her discretion in accordance with Board Bylaw 0155.
6. Confer with the Superintendent on crucial matters which may occur between Board meetings.
7. Act for the Board in emergencies if action must be taken before the full Board can meet.
8. Be responsible for the orderly conduct of all Board meetings.
9. Serve as the sole spokesperson for the Board of Education.

As presiding officer at all meetings of the Board, the President shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of meetings.



# BYLAWS

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4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of law to the Board's attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

The President shall have the right, as other Board members have, to offer resolutions, to discuss questions, and to vote.

In order to maximize effectiveness of the President, the members and the Board, it is recommended that a President will serve in that capacity for no more than two consecutive years.

### Vice President

In the absence of the President, the Vice President shall perform the duties of the President. If it is anticipated that both officers will be absent, then the President shall appoint another member of the Board to preside at the meeting.

The Vice President of the Board shall also be responsible for:

1. Assisting the President with internal Board operations.
2. Arranging for a conducting of the annual Board self-evaluation and planning for Board self-development events such as a retreat.
3. Acting as on-site mentor for new Board members.
4. Keeping Board abreast of programs, e.g. N.J.S.B.A. seminars, available for Board self-improvement or enrichment.

Adopted: 29 February 2012

Revised: 28 November 2012

