

DUTIES OF THE PRESIDENT OF THE BOARD

The President of the Board shall preside at all School Board meetings. He/she 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;
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. Rule on parliamentary procedure;
8. Put motions to a vote, and state clearly the results of the vote.

The President shall have all the rights of any member of the Board, including the right to move, second, discuss, and vote on all questions before the Board.

The President shall also perform other duties as directed by the Board and state laws and regulations, including the duty to:

1. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
 2. Prepare the boards agendas in consultation with the Superintendent or designee;
 3. Appoint and disband all committees, subject to Board approval;
 4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
 5. Excuse board member absences from regular board meetings;
 6. Confer with the Superintendent or designee on crucial matters which may occur between Board meetings;
 7. Be responsible for the orderly conduct of all Board meetings;
 8. Share informational mail with other Board Members.
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When the president resigns or is absent or disabled, the vice-president shall perform the president's duties. When both the president and vice-president are absent or disabled, the secretary shall perform the president's duties.

Adoption Date: October 3, 1988
Revised & Renumbered: April 18, 2011
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