

## 0171 DUTIES OF BOARD PRESIDENT AND VICE PRESIDENT

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

1. Sign the instruments, acts, and orders necessary to carry out State requirements and the will of the Board;
2. Consult with the Superintendent on the Board's agendas;
3. Call, upon at least forty-eight hours' notice, such meetings of the Board as are deemed necessary; N.J.A.C. 6A:32-3.1;
4. Confer with the Superintendent on interim matters which may occur between Board meetings, and advise other Board members;
5. Sign all school district warrants, N.J.S.A. 18A:19-1;
6. Certify to all payrolls, N.J.S.A. 18A:19-9;
7. Subscribe bonds, notes, contracts, and other legal instruments for which the signature of the President is required, N.J.S.A. 18A:24-32;
8. Appoint all committees of the Board;
9. Be responsible for the orderly conduct of all Board meetings.

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;
4. Recognize members and persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;



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0171/page 2 of 2

Duties of Board President and Vice President

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.

The Vice President shall assume and discharge the duties of the President in the President's absence, disability, or disqualification. N.J.S.A. 18A:16-1.1

Adopted: 7 December 2009

Revised: 1 November 2010

