

## BOARD OFFICERS

The officers of the School Board shall be a Chairperson, a Vice-Chairperson, and a Secretary. They shall be elected annually at a regular meeting of the Board of Education during the month of January to serve until the next annual organization meeting, or until a successor is elected, and shall assume duties immediately. Any vacancy in either of such offices may be filled at any meeting of the Board provided that all members of the Board have been notified prior to the meeting that the vacancy will be filled at such meeting. The Superintendent shall be the chief executive officer and an ex-officio member of the Board.

### CHAIRPERSON:

The Chairperson shall preside at all meetings but shall have the right to vote on all matters before the School Board. The Superintendent shall consult with the Chairperson on the preparation of the agenda for each meeting. The Chairperson shall have authority to sign contracts and other instruments as approved by the Board in its name and behalf, and shall have such other powers and duties as the Board may from time to time determine.

Such duties currently include:

1. Appoint committees
2. Is a voting member and participates in all discussions
3. Shall call special meetings as needed
4. Is empowered to close the school(s) in an emergency

### VICE-CHAIRPERSON:

The Vice-Chairperson shall have the powers and duties of the Chairperson in his/her absence or during his/her disability, and such other powers and duties as the School Board may from time to time determine.

### SECRETARY:

The Secretary is responsible for signing all approved minutes of Board of Education meetings.

In the absence of the Chairperson and Vice-Chairperson, the Secretary shall act as acting Chairperson.

Revised;      First Reading: November 18, 2009  
                  Second Reading: December 2, 2009  
                  **Adopted: December 2, 2009**