

## 0171 DUTIES OF PRESIDENT AND VICE PRESIDENT

In accordance with GP6 and GP7, 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 the 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. With the Superintendent, set the Board's agendas for each meeting.
3. Appoint **Board Grievance Committee (BGC)** and Linkage committees and chairpersons;
4. Appoint members and alternates to various liaisons and memberships to organizations requiring school Board representation;
5. Call such meetings of the Board as he/she may deem necessary upon at least two days notice;
6. Be an ex officio member of all Board committees unless he/she is a committee member;
7. Confer with the Superintendent on crucial matters which may occur between Board meetings; and
8. 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 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;

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7. Answer all parliamentary inquiries, referring questions of law to the Board's attorney;  
and

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

**1<sup>st</sup> Reading: September 12, 2011**

**2<sup>nd</sup> Reading: September 26, 2011**

**Board Approved: September 26, 2011**