

Organization and Board Officers

A. Organization

The organizational meeting of the Board shall be held within twenty-one (21) calendar days of a school board election. The old Board will canvass the vote, then adjourn sine die.

The senior member of the old Board whose term did not expire with the election will administer the oath of office to the newly elected members and convene the new Board. A President Pro Tem shall be selected to conduct the election of a President. The newly elected President then presides for the election of a Vice President and Secretary.

The new Board shall adopt a code of rules, regulations, and policies which unless modified were the rules, regulations, and policies of the preceding Board. The new Board shall review the Board of Education section of the Policy Manual. The new Board shall fix a time and place for regular meetings and enter upon the discharge of its duties.

B. Election and Duties of Board Officers

Officers shall be elected at the organizational meeting of the new board following a school board election. Officers serve a two-year term.

1. Duties of the President

The President shall preside at all meetings of the Board and perform the customary duties of the office and all such duties as required by law. The President shall sign, together with the Secretary of the Board of Education, all documents requiring Board officer signatures. The President shall appoint members of all committees and Board liaisons to other entities as authorized by the Board. The President shall vote as a Board member on all matters considered by the Board.

2. Duties of the Vice-President

In the absence of the President, the Vice President shall preside at a meeting of the Board and perform all the customary duties of the President.

3. Duties of the Secretary

The position of Board Secretary may be filled by a member of the Board of Education or by the Superintendent's Secretary.

The Board Secretary shall:

Call the roll and take the minutes of all Board proceedings.

Maintain an orderly file of official minutes and other official documents in the Board office.

Post all notices of all Board meetings.

Perform responsibilities related to regular/special elections as defined by law.

Perform other duties as required by law or by the Board.

If the Secretary of the Board is absent or unable to perform the duties of the office, the Board shall elect a Secretary Pro Tempore to perform the duties of the Secretary.