

## **SCHOOL BOARD OFFICERS**

The officers of the School Board shall be a chairperson, a vice-chairperson, and a secretary. The officers shall be elected at the annual organizational meeting to serve until the next annual organization meeting or until a successor is duly elected and qualified, as prescribed in Article IV, Sec. 4.3, of the City Charter. Any vacancy in such offices may be filled at any meeting of the School Board provided that all members of the School Board have been notified prior to the meeting that the vacancy will be filled at such meeting.

### **Chairperson:**

Candidates for chairperson are nominated by voice at the annual organization meeting. The chairperson is elected by secret ballot at this same meeting, and the election is decided by plurality.

The chairperson shall preside over all meetings of the School Board. He/she is a voting member of the Board and may take part in all discussions of the Board. He/she executes all official papers on behalf of the Board. He/she is empowered to call special meetings, and he/she may appoint subcommittees necessary to the proper functioning of the School Board at any regular or special meeting with the consent of a majority of the membership present.

The chairperson shall have the same right as other members to discuss questions and to vote thereon. The chairperson may offer resolutions and second motions, once made.

He/she shall decide at Board meetings question of order.

In addition to the above, he/she shall perform all duties prescribed by law.

### **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 shall (1) put a notice of the time and place of every School Board meeting in two appropriate public places or see that such notice is printed in a newspaper of general circulation at least twenty-four hours, excluding Sundays and legal holidays, before that meeting; (2) keep a full and accurate record of the proceedings of the School Board meetings; and (3) assist the Superintendent in matters pertaining to the care of the Board's records and documents.