

DUTIES OF BOARD PRESIDENT

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 this board. In carrying out these responsibilities, the president shall:

- A. Cause agendas, for each committee, for committee meetings to be produced in consultation with the Superintendent and Business Administrator/Board Secretary. Thereafter, changes in agendas may be made only with permission of the president. The president may delete agenda items to carry same to the next meeting of the board at which time the agenda item that had been removed from the previous meeting's agenda will be moved, debated, and voted upon unless the individual who had originally presented the resolution to the board withdraws or amends the item following the rules that guide the board of education;
- B. Annually set the board's seating arrangements for meetings;
- C. Sign the instruments, acts, and orders necessary to carry out state requirements;
- D. Appoint all committees;
- E. Call such meetings of the board as he/she may deem necessary upon at least two days' notice, and any other meetings that are necessary to meet an emergency;
- F. Be an ex officio member of all board committees, except that he/she shall not be present at any committee meetings where four members are present;
- G. Confer with the superintendent and business administrator/ board secretary on crucial matters which may occur between Board meetings;
- H. Conduct meetings in an orderly manner.

As presiding officer at all meetings of the board, the president shall:

- A. Call the meeting to order at the appointed time;
- B. Announce the business to come before the board in its proper order;
- C. Enforce the board's policies relating to the order of business and the conduct of meetings;
- D. Recognize persons who desire to speak;

DUTIES OF BOARD PRESIDENT (Continued)

- E. Explain what the effect of a motion would be, if it is not clear to every member;
- F. Restrict discussion to the question when a motion is before the board;
- G. Answer all parliamentary inquiries, referring questions of law to the board attorney if present;
- H. 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.

Revised: October 18, 2011

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.A.C. 6:3-1.9 Special meetings of board