

ROLES AND DUTIES OF THE BOARD PRESIDENT AND CLERK

- The President shall perform the usual duties of presiding officer, and may vote upon any question that arises.
- The Board President shall be elected at the organizational meeting. Voting shall be by open ballot.
- The Board Clerk shall be elected at the organizational meeting. Voting shall be open ballot.
- The President shall appoint all committees unless otherwise directed by the Board. At the time of committee appointments, the President shall appoint regular committee members and an alternate member to any standing committee of the Board of Education. If any member of the standing committee is not present at the committee meeting, the alternate member shall have all voting rights of a normal member and shall vote on all motions before the committee. There must be quorum of two members from a committee present to conduct a valid committee meeting.
- The President of the Board shall act as an ex-officio member of all Committees. If only one regular member of a standing committee is present at a committee meeting and the alternate as described in section 2 is not present, the President may be counted toward the quorum and may vote.
- The President shall appoint an acting Clerk when the Clerk is absent from a regular or special meeting of the Board. The acting Clerk shall perform all duties of the Clerk for that meeting.
- If the Board President is absent from a regular or special meeting of the Board, or is unavailable to call a special meeting of the Board, the Clerk of the Board shall serve as acting President. If both the Board President and the Clerk are absent from a regular or special meeting of the Board, or are unavailable to call a special meeting of the Board, Board members based on presence/availability in order of voting shall serve as acting President.

Board Approved: R: 03/14/1988 R: 08/20/1990 R: 10/1991
 R: 09/27/1993 R: 12/20/1993 R/Bd. Approved 01/12/2004
 06/17/2020 [Replaces POPPS 1121 President of the Board, 1122 Clerk of the Board]