

ELECTION AND DUTIES OF PRESIDENT

The president of the Norwood Board of Education 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. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the board;
- B. Consult with the Chief School Administrator on the board's agendas;
- C. Appoint board committees and chairpersons;
- D. Call such meetings of the board as he/she may deem necessary upon at least two days' notice;
- E. Be an *ex officio* member of all board committees;
- F. Confer with the Chief School Administrator on crucial matters which may occur between board meetings;
- G. Be responsible for the orderly conduct of all board meetings.

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

- A. Call the meeting to order at the appointed time;
- B. Announce that the meeting has been properly posted and published in accordance with the Open Public Meetings Act; announce private Executive Sessions, if any, to follow, stating the nature of private matters to be discussed; announce the business to come before the board in its proper order;
- B. Enforce the board's policies relating to the order of business and the conduct of meetings;
- D. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- 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;

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- G. Answer all parliamentary inquiries, referring questions of law to the Board's attorney;
- H. Put motions to a vote, stating definitely and clearly the vote and result thereof.
- I. Open the meeting to the public, recognize members of the public who wish to speak, and protect the speaker from disturbance and interference.

The president shall have the right, as other board members have, to offer resolutions, to discuss questions, and to vote.

Date: January 10, 1983
Revised: February 23, 2009

Legal References:

<u>N.J.S.A.</u> 18A:6-20	The right to testify; counsel; witnesses; compulsory process
<u>N.J.S.A.</u> 18A:6-54	Representative assembly; organization; election of board of directors and officers (educational services commission)
<u>N.J.S.A.</u> 18A:13-12	Organization of boards; failure to organize
<u>N.J.S.A.</u> 18A:15-1	President and vice president; election or failure to elect
<u>N.J.S.A.</u> 18A:15-2	Removal of president or vice president; vacancies
<u>N.J.S.A.</u> 18A:19-1	Expenditure of funds on warrant only; requisites
<u>N.J.S.A.</u> 18A:19-9	Compensation of teachers, etc., payrolls
<u>N.J.S.A.</u> 18A:54-18	Organization of boards of education (county vocational schools)
<u>N.J.A.C.</u> 6A:32-3.1	Special meetings of district boards of education

Cross References:

1120	Board of education meetings
9020	Public statements
9130	Committees
9322	Public and executive sessions