

## DUTIES OF BOARD PRESIDENT AND VICE PRESIDENT

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#### President

The President shall preside at all meetings of the Mendham Township Board of Education 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 Superintendent 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 Superintendent on crucial matters which may occur between Board meetings;
- G. Be responsible for the orderly conduct of all Board meetings.

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, 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.

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

### Vice President

In the absence of the President of the Mendham Township Board of Education, the Vice President shall perform the duties and have the obligations of the President.

Adopted: 17 December 2013

