

ELECTION AND DUTIES OF PRESIDENT AND VICE PRESIDENT

The president shall preside at all meetings of the Little Silver 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; and
- 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;
- G. Answer all parliamentary inquiries, referring questions of law to the board's attorney; and
- 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

The vice president shall assume and discharge the duties of the president in the president's absence, disability, or disqualification.

ELECTION AND DUTIES OF PRESIDENT  
AND VICE PRESIDENT (continued)

Adopted: October 8, 2009  
NJSBA Review/Update: May 2023  
Readopted: August 24, 2023

Key Words

President, Board President, Vice President

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

**Possible**

**Cross References:** \*1120 Board of education meetings  
\*9020 Public statements  
\*9130 Committees  
\*9322 Public and executive sessions

\*Indicates policy is included in the Critical Policy Reference Manual.