

DUTIES OF BOARD PRESIDENT AND VICE PRESIDENT

0171 DUTIES OF BOARD PRESIDENT AND VICE PRESIDENT

The President of the Board of Education shall:

1. Preside at all meetings of the Board;
2. Require the Board Secretary to call special meetings of the Board, N.J.A.C. 6A:32-3.1;
3. Sign all school district warrants, N.J.S.A. 18A:19-1;
4. Certify to all payrolls, N.J.S.A. 18A:19-9;
5. Subscribe bonds, notes, contracts, and other legal instruments for which the signature of the President is required, N.J.S.A. 18A:24-32;
6. Issue subpoenas to compel attendance of witnesses and production of documents, N.J.S.A. 18A:6-20;
7. Appoint all committees of the Board;
8. Serve as committee member ex-officio in accordance with Board Bylaw 0155;
9. If a communication is sent to the full Board by a parent, student, community member, etc., it should be forwarded to the Superintendent if it was not originally sent to him/her. In that case, the Board President may respond to the parent, student, community member, etc., informing them of the procedures that need to be followed regarding their inquiry;
10. If a communication is sent to a specific pre-established Board Committee by a parent, student, community member, etc., it should be forwarded to the Superintendent if it was not originally sent to him/her. In that case, the Board Committee Chairperson may respond to the parent, student, community member, etc., informing them of the procedures that need to be followed regarding their inquiry;
11. If a communication is sent to an individual or group of Board members (not a specific committee) by a parent, student, community member, etc., it should be forwarded to the Superintendent if it was not originally sent to



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him/her. In that case, the Board President or Board Vice President may respond to the parent, student, community member, etc., informing them of the procedures that need to be followed regarding their inquiry;

12. If a communication is sent by a parent, student, community member, etc., in which the Superintendent is in the "TO" section of the email in any of the scenarios described in numbers 9 - 11, the Superintendent or someone he designates will respond to the person and "CC" the individuals in the "TO" and "CC" section.

The Vice President shall assume and discharge the duties of the President in the President's absence, disability, or disqualification. N.J.S.A. 18A:16-1.1

Adopted: 10 November 2009

Revised: 9 November 2010

Revised: 12 March 2019

