

BOARD POLICY
Board Officers

Descriptor Term: BBA
Date: XXXXXX XX, 2024

Board Officers

The officers of the Bibb County Board of Education ("Board") will include a President, a Vice-President and a Treasurer. As required by law, the Superintendent or his or her designee will serve as the Secretary of the Board. With the exception of the Superintendent or his or her designee, all officers will hold office for one year and until the successors are elected by the Board for such offices.

Other officers or agents may be appointed from time to time at the Board's discretion.

All offices are subject to removal only by a two-third vote of the entire Board at any regular Board meeting.

Duties of the Board Officers

President

The President will preside at all Board meetings and act as the Board's representative in carrying out the Board's action. The President is also authorized to sign any and all papers covering purchase or sale of property by the Board and any and all contracts entered into by the Board, including the endorsement of checks payable to the Board or its Treasurer. During the public comment period during regular monthly meetings, the President of the Board shall have the discretion to limit the length of time for individual comments and the number of individuals speaking for or against a specific issue.

Vice-President

The Vice-President will perform the duties of the President whenever, for any reason, the duties cannot be performed by the President. The Vice-President will preside in the absence of the President.

Treasurer

All funds coming to the Board will be deposited in a bank or banks selected. All checks must be endorsed and deposited and not cashed. The Treasurer will give bond and security in an amount to be approved by the fiscal/support committee and made payable to the Board and conditioned upon the Treasurer's faithful discharge of his or her duties.

The Treasurer will require the depository bank or banks selected to provide security for the safekeeping and prompt payment of funds so deposited, to the same extent and of the same kind as authorized by law and customarily supplied with the respect to the deposit of any funds by the State of Georgia or political subdivision thereof or any

agency or other government instrumentality of the State or political subdivision thereof.

Duties of the Secretary

In the role as Secretary, the Superintendent or his or her designee will be present at Board meetings, will keep the Board meeting minutes and will make a permanent record of the same. The Secretary will keep a record of all of the Board's official proceedings, which will be a public record open to inspection by any person interested therein. All such proceedings, when recorded, will be signed by the President and Secretary. The Secretary will also be the custodian of the seal and of all the Board's papers. The Secretary will sign and attest all legal documents. The Secretary will attest all Board authorized conveyances by affixing the Board's corporate seal thereto.

The Clerk of the Board is a position that falls under the supervision of the Office of the Superintendent or his or her designee. The Clerk of the Board will receive all communications addressed to the Board or its individual board members. Such communications will be forwarded to each Board member's designated email address. Unless the Clerk of the Board is provided a designated email address by each Board member, the Clerk of the Board will forward the communications to the email address issued to each Board member by the Bibb County School District ("District").

The Clerk of the Board will update the Board's Policy Manual following any action by the Board to adopt, revise, or rescind Board policies. The Clerk of the Board will make sure there is an online publication of the Board's Policy Manual.