

DUTIES OF OFFICERS

Policy Code:

2210

The designated officers of the Board will be the Chairperson, Vice-Chairperson, Chairperson Pro Tempore and Secretary.

The officers of the Board will perform all duties and exercise the authority imposed or conferred upon them by the statutes of the State of North Carolina and by the State Board of Education.

A. DUTIES AND AUTHORITY OF THE CHAIRPERSON

1. The Chairperson will perform all duties required of the office by law or delegated by the Board, including but not limited to the following:
 - a. preside at all meetings of the board;
 - b. preserve order at all times;
 - c. appoint committee members and chairpersons in consultation with the Vice-Chairperson;
 - d. serve as ex-officio member of all committees;
 - e. call special meetings;
 - f. sign official system documents; and
 - g. ensure the integrity of the Board's processes.

2. To fulfill his or her duties, the Chairperson has authority to:
 - a. conduct and monitor Board meeting deliberations to ensure that issues are discussed in a manner consistent with Board policy;
 - b. ensure that Board meeting deliberations are fair, open, and thorough, but also pertinent, timely, and orderly, with care taken to balance efficiency with stylistic differences among individual board members;
 - c. chair Board meetings with all the commonly accepted authority of that position as described in *Roberts' Rules of Order* and in accordance with law, including the power to:
 - (1) rule motions in or out of order, including the right to rule out of order any motions patently offered for obstructive or dilatory purposes;

- (2) to determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks;
 - (3) to entertain and rule on questions of parliamentary procedure;
 - (4) to call a brief recess at any time;
 - (5) to adjourn in an emergency; and
 - (6) to vote on all matters for which a motion is made.
- d. make all necessary and reasonable interpretive decisions about policies related to governance or Board-Superintendent relations, except where the Board specifically delegates such authority to others, but refrain from exercising any authority as an individual to supervise or direct the Superintendent;
 - e. facilitate the annual evaluation of the superintendent, with the assistance of the Board attorney or other staff as necessary;
 - f. represent the Board in communicating the Board's position to the public and in stating decisions and interpretations within the areas assigned to the Chairperson, delegating this authority to other Board members when appropriate, but remaining accountable for its use, and informing the Board at least monthly of such representation; and
 - g. communicate appropriate information to fellow Board members in a timely fashion.

B. DUTIES OF THE VICE-CHAIRPERSON

In the absence or disability of the Chairperson, the Vice-Chairperson of the Board will assume all the rights and responsibilities of the Chairperson. The Vice-Chairperson also will consult with the Chairperson regarding the appointment of members to committees and will perform other duties assigned by the Chairperson or delegated by the Board.

C. DUTIES OF THE CHAIRPERSON PRO TEMPORE

In the absence of both the Chairperson and Vice-Chairperson, the Board may elect a Chairperson pro tempore for that meeting only, and the appointment of such temporary officer will be noted in the minutes. While so serving, a Chairperson pro tempore performs the regular duties of the Chairperson.

D. DUTIES OF THE BOARD SECRETARY

The Superintendent shall serve as ex-officio secretary to the Board. The Superintendent shall keep the minutes of the meetings of the Board but shall have no vote. In the event of a vacancy in the superintendency, or if the Superintendent is excluded for a closed session, the Board may elect one of its members to serve temporarily as secretary to the Board.

As secretary to the Board, the Superintendent shall:

1. record all proceedings of the Board;
2. issue all notices and orders that may be made by the Board;
3. sign any necessary documents as authorized by the Board;
4. ensure that the minutes of the meetings of the Board are promptly and accurately recorded in the minutes book, which must be kept in the office of the Superintendent and be open to public inspection during regular business hours;
5. manage all correspondence on behalf of the Board, unless the Board directs otherwise;
6. prepare and distribute copies of the agenda as required by law and Board policy;
7. maintain Board members' manuals of policies and administrative regulations in current status;
8. advise the Board of policies previously adopted that affect items on the agenda requiring policy consideration;
9. in the absence of the Chairperson and Vice-Chairperson, call the Board meeting to order and conduct the election of a Chairperson pro tempore; and
10. perform other duties as required by state law or Board policy.

Legal References: G.S. 115C-41(a), -276(b)

Cross References:

Adopted: