

Bylaw

OFFICERS AND AUXILIARY PERSONNEL

The Board shall organize annually as specified by law. The organization meeting shall be called to order by the past president or, in his/her absence, the board secretary who shall act as chairperson *pro tem*. The Board Secretary shall administer the oath of office to new members.

At the annual organization meeting of the board of education, board members shall elect one of their members as president and another as vice president. The president and vice president shall serve for one year, or until their respective successors are elected.

If the office of president or vice president shall become vacant, the board shall fill the vacancy at a regular or special meeting of the board by electing from its membership.

Offices of the President and Vice President

The President shall be elected by a public roll call vote of a majority of the whole Board. In the event of lack of a majority, those nominees receiving the greatest number of votes will become the candidates for a second vote. Third and successive votes will be cast in the same manner as the second, if necessary, until one candidate receives the necessary majority. In the event no majority is reached, within thirty (30) days of reorganization, the Executive County Superintendent of Schools shall appoint a president. The vice president shall be elected by the same procedure as the president. All votes shall be recorded by the secretary. Any board member shall be eligible for nomination to the office of vice president.

Removal and Vacancies

Officers may be removed, for cause, by a majority vote of the full board. In case the seat occupied by the president or vice president becomes vacant, the board shall, within thirty (30) days, fill the vacancy and elect a president or vice-president using the above procedure. In the event of a vacancy in the office of president, the vice-president shall serve as president *pro tem* until such election. In the event of a vacancy in the office of vice-president, the president may designate board members to fulfill the duties of the vice president until such election.

Duties

The President shall:

1. Be responsible for the orderly conduct of all board meetings.
2. Appoint all committees unless otherwise directed by the Board.
3. Be an ex-officio member of all committees.
4. Direct the Board Secretary to send notices calling special meetings.
5. Sign all checks and other contracts as specified by law.
6. Have the right, as do other members of the Board, to offer resolutions, to discuss issues and to vote thereon.

OFFICERS AND AUXILIARY PERSONNEL (continued)

7. Confer with the superintendent on crucial matters which may occur between Board meetings.

The Vice President shall assume all the powers and duties of the President in his/her absence.

The Board may appoint or designate, by majority vote of the full Board, at the organization meeting, but shall appoint or designate before July 1 of the year in which it organizes, the following auxiliary personnel whose terms shall run July 1 - June 30 of the following year:

1. Business Administrator/Board Secretary.
2. Treasurer of School Funds.
3. Public school accountant who shall make the annual audit of the district's accounts and financial transactions.
4. School Physicians.
5. Attorney to the Board.
6. Insurance Agent.
7. Depository(s) for school funds.
8. Persons authorized to sign school warrants.
9. Board member to serve as delegate to the New Jersey School Boards Association.
10. Board member to serve as delegate to the Morris County School Boards Association.
11. Board member to serve as delegate to the Morris County Educational Services Commission.
12. Official newspapers.

Date:	November 18, 1996
Reviewed by Policy Committee:	October 8, 2009
NJSBA Review/Update:	April 2015
1 st Reading:	December 15, 2015
Readopted:	January 5, 2016

Legal References:	<u>N.J.S.A.</u> 18A:13-12	Organization of boards; failure to organize
	<u>N.J.S.A.</u> 18A:15-1	President and vice president; election or failure to elect
	<u>N.J.S.A.</u> 18A:15-2	Removal of president or vice president; vacancies
	<u>N.J.A.C.</u> 6:3-1.9	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