

Bylaws

COLLINGSWOOD BOARD OF EDUCATION

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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. 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. Assist in the preparation of the Board agenda;
10. Call such meetings of the Board as he/she may deem necessary upon at least two days notice;
11. Confer with the Superintendent on crucial matters which may occur between Board meetings;
12. Be responsible for the orderly conduct of all Board meetings;
13. Have term limited to three consecutive years;
14. 14.Call the meeting to order at the appointed time;
15. Announce the business to come before the Board in its proper order;
16. Enforce the Board's policies relating to the order of business and the conduct of meetings;



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17. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
18. Explain what the effect of a motion would be if it is not clear to every member;
19. Restrict discussion to the question when a motion is before the Board;
20. Answer all parliamentary inquiries, referring questions of law to the Board solicitor;
21. Put motions to a vote, stating definitely and clearly the vote and result thereof.

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

In case of absence or disability of both the President and Vice President, the Board shall choose a President pro-tempore, who shall perform all the duties of the President. Term is not limited.

Adopted: September 29, 2003
Revised: October 25, 2010

