

- ( ) Required
- (x) Local
- (X) Notice

**BOARD OFFICERS**

The President and Vice-President of the Board of Education shall be elected by members of the Board at the annual organization meeting in July.

Duties of the President of the Board

The duties of the President of the Board shall be as follows:

1. to preside at all meetings;
2. to act as chief fiscal officer of the Board;
3. to sign and execute all documents on behalf of the Board;
4. to appoint all standing and ad hoc committees;
5. to act as an ex-officio member of all committees;
6. to call special meetings he/she considers necessary or on request of one member of the Board;
7. to decide questions of order in accordance with Robert's Rules of Order
8. to perform the usual and ordinary duties of the office.

Duties of the Vice-President

The Vice-President shall perform all the duties of the President in his absence.