

## **Concord School District Policy #121**

### **Elective Board Officers**

The officers of the School Board shall be a president, a vice-president and a secretary. These officers shall be elected at the annual organizational meeting in January to serve until the organizational meeting of the subsequent year. The chief administrative officer shall preside over the election of the president. The Board shall then elect a vice-president and secretary. Any vacancy in these offices may be filled at any meeting of the Board provided that all members of the Board have been notified prior to the meeting that the vacancy will be filled at such meeting.

Members of the Board shall take office at the first regular meeting in January following their election. The Board shall, at its first regular meeting in January, choose one of its members as president for a term of one year. The chief administrative officer shall preside over the election of the president. The Board shall then elect a vice-president and secretary.

These three officers and the immediate past president, if serving, form the Executive Committee. The Executive Committee will consult with the Superintendent on the preparation of the agenda for each meeting.

If the president resigns from the Board or resigns from the office of president, the vice-president will become president of the Board. If the vice-president or secretary resigns from the Board or from the respective office, the Board will hold new elections for those offices.

The Superintendent is an ex-officio, non-voting member of the Board.

#### **President**

The president shall preside at all meetings and shall have the right to vote on all matters before the Board. The president shall have the authority to sign contracts and other instruments approved by the Board in its name and behalf, and shall have such other powers and duties as the Board may from time to time determine.

#### **Vice-President**

The vice-president shall have the powers and duties of the president in his/her absence or disability, and such other powers and duties as the Board may from time to time determine.

#### **Secretary**

The secretary shall be the keeper and signatory of the official minutes of Board meetings. He/she will also preside over meetings if both the president and vice-president are absent.

#### **Legal References**

Concord School District Revised Charter

Adopted June 18, 1984

Revised January 2, 2007; March 6, 2017

Corresponds to NHSBA Policy BDB