

BYLAW

— East Rutherford Board of Education

BYLAWS
0171/Page 1 of 2
Duties of President
And Vice President

0171 DUTIES OF PRESIDENT AND VICE PRESIDENT

The President of the Board of Education shall:

1. Preside at all meetings of the Board;
2. Require the Board Secretary to call special meetings of the Board, N.J.A.C. 6:3-1.2;
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 called, 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 and chairpersons of those committees of the Board and serve as committee member ex officio in accordance with Board Bylaw No. 0155;
8. Consult with the Superintendent on the preparation of the Board agenda;
9. Confer with the Superintendent on crucial matters which may occur between Board meetings;
10. Be responsible for the orderly conduct of all Board meetings.

As the presiding officer at all meetings of the Board, the President shall:

1. Call the meeting to order at the appointed time;

BYLAW

— East Rutherford Board of Education

BYLAWS
0171/Page 2 of 2
Duties of President
And Vice President

2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies and procedures relating to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance and interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question at hand when a motion is before the Board;
7. Answer all parliamentary inquiries, referring questions of the law to the Board's attorney;
8. Put motions to a vote; stating definitely and clearly the vote and result thereof.

The President shall have the right, as other Board members have, to offer resolutions, to discuss questions, and to vote.

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 the case of the absence, disability, or disqualification of both the President and Vice President, the remaining members of the Board shall choose a President Pro tem to preside over the meetings of the Board, in accordance with Board Bylaw No. 0152, as appropriate.

N.J.S.A. 18A:6-20; 18A:16-1.1;
N.J.S.A. 18A:19-1; 18A: 19-9; 18A:24-32;
N.J.A.C. 6:3-1.2

Adopted: 25 June 2000
Revised: 29 January 2009
