

**Bylaw**

ELECTION AND DUTIES OF PRESIDENT

The president shall preside at all meetings of the board and shall perform other duties as directed by statute, state department of education regulations, and this board. In carrying out these responsibilities, the president shall:

- A. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the board;
- B. Consult and collaborate with the superintendent on the board's agendas;
- C. Appoint board committees and chairpersons;
- D. Call such meetings of the board as he/she may deem necessary upon at least two days' notice;
- E. Be a member of all board committees;
- F. Confer with the superintendent on crucial matters which may occur between board meetings; and
- G. Be responsible for the orderly conduct of all board meetings.

As presiding officer at all meetings of the board, the president shall:

- A. Call the meeting to order at the appointed time;
- B. Announce the business to come before the board in its proper order;
- C. Enforce the board's policies relating to the order of business and the conduct of meetings;
- D. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- E. Explain what the effect of a motion would be if it is not clear to every member;
- F. Restrict discussion to the question when a motion is before the board;
- G. Answer all parliamentary inquiries, referring questions of law to the board's attorney; and
- H. 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 president shall be elected at the reorganization meeting of the board. The nomination shall be made by a member and does not require a second. Once nominations are closed, a verbal roll call vote will be taken on each in order in which they are nominated until one is elected by a majority of those members present. The president will assume the chair of the meeting immediately after the election. Should the office become vacant between organizational meetings, it shall be filled in the same manner stated above.

ELECTION AND DUTIES OF PRESIDENT (continued)

Adopted: December 19, 1990  
Revised: March 12, 2003  
NJSBA Review/Update: September 2017  
Readopted: October 2, 2019

Key Words

President, Board President

**Legal References:** N.J.S.A. 18A:6-20 The right to testify; counsel; witnesses; compulsory process  
N.J.S.A. 18A:6-54 Representative assembly; organization; election of board of directors and officers (educational services commission)  
N.J.S.A. 18A:13-12 Organization of boards; failure to organize  
N.J.S.A. 18A:15-1 President and vice president; election or failure to elect  
N.J.S.A. 18A:15-2 Removal of president or vice president; vacancies  
N.J.S.A. 18A:19-1 Expenditure of funds on warrant only; requisites  
N.J.S.A. 18A:19-9 Compensation of teachers, etc., payrolls  
N.J.S.A. 18A:54-18 Organization of boards of education (county vocational schools)  
N.J.A.C. 6A:32-3.1 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

\*Indicates policy is included in the Critical Policy Reference Manual.