

**BOARD OF EDUCATION**  
Cherry Hill, New Jersey

**POLICY 9121**

**ELECTION AND DUTIES OF PRESIDENT & VICE PRESIDENT**

Section 1 – The officers of the Board shall be a President and Vice President.

Section 2. The President and Vice President shall be chosen from among the members and shall hold office until the annual meeting of the Board next succeeding the date of their election and until their respective successors are elected and shall have qualified. (18A:15-1)

Section 3. Election Procedure. The President and/or Vice President must be elected by a majority of five (5). The person holding the lowest number of votes shall retire after three ballots.

Section 4. No person shall hold the office of President for more than two full consecutive terms, i.e., the time between the annual reorganization meeting in each of three years.

Section 5. Vacancies in office shall be filled for the balance of the term by a member elected by his/her fellow members and, if not filled within the thirty (30) days prescribed by law, the county superintendent shall fill the vacancy for the unexpired term. (18A:15-2)

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 with the superintendent on a regular basis (including but not limited to) preparation of the Board's agendas, and ensure that any necessary or appropriate information is shared with the Board members;
- C. Appoint Board committee members and chairpersons; shall present the charge and duration of existence to all members so appointed
- D. Call such meetings of the Board as he/she may deem necessary upon at least two days' notice;
- E. Be an ex officio member of all Board committees;
- F. Confer with the superintendent on crucial matters which may occur between Board meetings;
- G. Be responsible for the orderly conduct of all Board meetings.
- H. Within a month after the annual school board election, the Board president shall meet with new Board members to review and familiarize them with the workings of the Board.
- I. Authorize commitment of the District to an unusually large expenditure for professional services in urgent situations precluding prior Board approval;
- J. Approve and sign off on Superintendent's leaves of absence and leave-related expenses.

POLICY 9121: ELECTION AND DUTIES OF PRESIDENT  
Page 2 of 2

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;
- 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.

#### Duties of the Vice President

In the absence of the President, the Vice President shall perform the duties of the President. Should he/she also be absent, the Board shall conduct an election for a President pro tem.

In the absence of an agreement on a presiding officer, the board secretary shall serve as the presiding officer.

#### *Legal References:*

<i>N.J.S.A. 18A: 6-20</i>	<i>The right to testify; counsel, witnesses; compulsory process</i>
<i>N.J.S.A. 18A: 13-12</i>	<i>Organization of boards; failure to organize</i>
<i>N.J.S.A. 18A: 15-1</i>	<i>President and vice president; election or failure to elect</i>
<i>N.J.S.A. 18A: 15-2</i>	<i>Removal of president or vice president; vacancies</i>
<i>N.J.S.A. 18A: 19-1</i>	<i>Expenditure of funds on warrant only; requisites</i>
<i>N.J.S.A. 18A: 19-9</i>	<i>Compensation of teachers, etc., payrolls</i>
<i>N.J.A.C. 6A:32-3.1</i>	<i>Special meetings of district boards of education</i>

Adopted: 8/21/95

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