

## BOARD OFFICERS

The President and Vice-President of the Board of Education shall be elected by members of the Board of Education at the annual reorganization 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 of Education;
3. to execute all documents on behalf of the Board of Education ;
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 of Education ;
7. to vote together with other members of the Board of Education ;
8. to perform the usual and ordinary duties of the office;
9. to act as temporary chairman of the annual District meeting and special District meetings; and
10. to, along with the other members, offer resolutions, and to discuss questions.

### *Duties of the Vice-President*

The Vice-President shall be authorized to act for the President in case of the President's absence or inability to act, within statutory limitations.

### *Duties of the District Clerk*

The Board of Education shall annually appoint one of its members as a District Clerk. Such appointment shall continue until the next reorganizational meeting. The District Clerk shall perform the duties and have the powers prescribed by law; i.e., send notices of all meetings to the members of the Board of Education ; make, keep, and distribute accurate minutes of all meetings of the Board of Education ; be responsible for the publication of legal notices; and perform such other duties as may be assigned to the office by the Board of Education .

Ref: New York State Constitution, Article 13 §2  
 Local Finance Law §2.00(5)(e)  
 Education Law §1709; 2105(6); 2502; 2504; 2553; 2563; 2590-b

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