

SCHOOL BOARD OFFICERS

The officers of the school board shall be a chairperson, a vice-chairperson and a secretary. Each position will be held by a different school board member. The officers shall be elected annually and serve one year or until the next annual organization meeting, or until a successor is elected. A vacancy may be filled at any meeting of the board provided that all members of the board have been notified prior to the meeting. The superintendent is the chief executive officer and an ex-officio member of the board and shall be the executive secretary ex-officio.

Chairperson:

The chairperson shall preside at all meetings and shall not originate or second motions. He/she may only second motions if there is no other second. The chairperson shall have the right to vote on all matters brought before the board. The chairperson shall consult with the superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the school board in its name and on its behalf, and shall have such other powers and duties as the board may from time to time determine. The chairperson may call non-regularly scheduled or emergency meetings.

Vice-Chairperson:

The vice-chairperson shall have the powers and duties of the chairperson in his/her absence and such other powers and duties as the board may from time to time determine.

Secretary:

The secretary shall be responsible for board correspondence when directed by the chairperson. The duties of the secretary shall include the ability to sign contracts and other instruments as approved by the school board.

Legal References:

RSA 91-A:2, II, *Access to Governmental Records and Meetings; Meetings Open to the Public*

Adopted 2006

Revised 2011

