

DUTIES OF BOARD PRESIDENT AND VICE PRESIDENT

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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; and
7. Appoint all committees of the Board and serve as committee member ex officio in accordance with Board Bylaw No. 0155.
8. Assist in the preparation of the Board agenda.

The Vice President shall assume and discharge the duties of the President in the President's absence, disability, or disqualification. In case both President and Vice President are absent, the Board shall choose a president pro tem who shall preside. N.J.S.A. 18A:16-1.1

Adopted: 26 August 2008

