

# **POLICY (Bylaw)**

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## **FRANKLIN TOWNSHIP BOARD OF EDUCATION**

**File Code: 9121**

### ELECTION/APPOINTMENT/DUTIES OF OFFICERS

The board shall elect a president and a vice president at its annual organization meeting. Nominations shall be made by board members present. If no nominee receives a majority vote of the members of the board present and voting, the nominations previously made shall be declared void and the nominations reopened.

Should the office of the president or vice president become vacant, the board shall use the method of election set forth above to select a member to fill the vacancy for the balance of the unexpired term. The election shall take place within 30 days of such time as the office becomes vacant. Should both president and vice president be absent from a meeting at which a quorum is present, the majority of the quorum shall appoint a presiding officer pro tem.

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 chief school administrator 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 an ex officio member of all board committees;
- F. Confer with the chief school administrator on crucial matters which may occur between board meetings;
- 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;
- 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.

Date adopted: 3/26/07

Date revised: 6/8/09

Legal References: 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