

Windham School District

BDB

Includes: BDC

BOARD OFFICERS AND OFFICIALS

The officers of the School Board shall be a Chairperson and a Vice-Chairperson. The officers shall be elected at the annual organization meeting to serve until the next annual organization meeting or until a successor is elected. A vacancy in those offices may be filled at any meeting of the Board.

CHAIRPERSON Duties:

- Prepare the agenda for all meetings as defined in policy BEDB.
- Open each Board meeting at the scheduled time by calling the members to order.
- Announce the business before the Board in the order in which it is to be acted upon.
- Recognize members entitled to the floor.
- State and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings
- Announce the result of any vote.
- Protect Board meetings culture, integrity and effectiveness.
- Assist in expediting all business in every way compatible with the rights of the members by:
 - a) Managing and/or limiting the flow of remarks when motions are pending.
 - b) Calling a recess to permit restoration of order or clarification of an unclear point.
 - c) Guiding the members when engaged in a debate to stay within the rules of order.
 - d) Ensuring on all occasions the observance of order and decorum among the members.
 - e) Deciding all questions of order (subject to an appeal by any two (2) members) unless s/ he prefers to submit the question for the decision of the Board.
 - f) Informing the Board on a point of order, or practice pertinent to pending business.

Legal References:

Windham School Board	Policy Code: BDB
Revised: July, 1998 Revised: November, 2015	

g) To authenticate by his/ her signature, when necessary, all acts, orders, and proceedings as directed by vote of the Board.

The Chairperson shall vote as a member of the Board.

Discussions which are not addressing the business before the Board, or which are conducted in a disorderly or disrespectful manner, shall be ruled out of order. The Chairperson shall take whatever action is necessary to achieve and maintain order, including ordering the removal of any person who engages in disorderly conduct.

VICE-CHAIRPERSON Duties:

- a. The Vice-Chairperson shall have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and any other powers and duties assigned by the Board.
- b. In the absence of both the Chairperson and Vice-Chairperson, the Chairperson's duties shall fall to that Board member with the most service as a Board member.

OTHER BOARD OFFICIALS

CLERK OF THE DISTRICT

The Clerk of the District is an elected official. CLERK Duties:

- Keep a true record of each District meeting.
- Make any required reports to the State of New Hampshire.
- Carry out duties as required by law.

TREASURER

The Treasurer of the District is an elected official whose duties are outlined in the New Hampshire statutes relating to public schools.

DEPUTY TREASURER

A Deputy Treasurer may be appointed by the Treasurer subject to the approval of the Board

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