

Chair

The chair shall preside at all meetings of the board and shall have a vote on motions placed before the board for action. He/she shall sign on behalf of the board such documents as may require his signature. He/she shall represent the board in deliberations with other boards, districts, or agencies, unless another member of the board is so designated. He/she shall appoint all committees, unless otherwise specified by the board, call special meetings, and perform all other duties prescribed by law.

Vice-Chair

The vice-chair shall perform all duties of the chair when he/she is acting in that capacity.

Secretary

Bylaw the secretary is the superintendent of schools. The secretary shall keep in the board minutes an accurate record of all board business. He/she shall sign all papers that require signature of the board, and act as the board's representative in financial and legal matters.

An exception is the must of a special meeting called to hire a superintendent of schools. Then, the secretary is the member of the board so elected by the board at their annual meeting.

Treasurer

By law the treasurer of the school district is the superintendent of schools.

Bylaws Adopted by the Board: 12/75

Bylaws Reviewed: 9/99

Bylaws Amended: 10/99