

BYLAWS OF THE BOARD**President****Duties**

The President of the Board shall preside at all meetings and shall decide upon the tentative order in which agenda items shall be taken up. He/she shall have the same rights as the other members of the Board in voting, introducing motions and resolutions, and any discussion of questions that follow.

In the absence of the President, the Vice-President of the Board shall preside over all meetings of the Board. If the President and the Vice-President of the Board are both absent, the Clerk shall serve as temporary President.

The duties of the President are:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure;
8. Put motions to a vote and state clearly the results of the vote.

The Board President shall also perform other duties as directed by law, State Department of Education regulations and the Board, including the duty to:

1. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent or designee on the preparation of the Board's agendas;
3. Appoint and disband all committees, subject to Board approval;
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
5. Confer with the Superintendent or designee on crucial matters which may occur between Board meetings;
6. Be responsible for the orderly conduct of all Board meetings;
7. Share informational mail with other Board members.
8. Shall serve as spokesperson of the Board.

Legal Reference:	<u>Education Code</u>
	35022 President of the board
	35143 Annual organizational meetings; dates and notice
	35144 Special meetings

Policy

Adopted: March 28, 1974

Revised Policy

Adopted: February 17, 1983

Revised Policy

Adopted: April 10, 2001