

# BYLAWS

NORTHVALE  
BOARD OF EDUCATION  
BYLAWS

**DUTIES OF BOARD PRESIDENT AND VICE PRESIDENT**  
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**0171 DUTIES OF BOARD PRESIDENT AND VICE PRESIDENT**

President

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:

1. Sign the instruments, acts, and orders necessary to carry out State requirements and the will of the Board, N.J.S.A. 18A:19-1;
2. Consult with the Superintendent on the Board's agendas;
3. Appoint special committees, subject to Board approval, appoint Board representatives to local, county and State organizations;
4. Require the Board Secretary to call special meetings of the Board, N.J.A.C. 6A:32-3.1;
5. Be an ex officio member of all Board committees;
6. Confer with the Superintendent on crucial matters which may occur between Board meetings;
7. Be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the President shall:

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;



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6. Restrict discussion to the question when a motion is before the Board;
7. Answer all parliamentary inquiries, referring questions of law to the Board's attorney;
8. 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.

#### Vice-President

The vice-president shall perform all duties of the president in his/her absence and perform such other duties as may be designated to him/her.

Adopted: September 28, 1998

Revised and Approved: May 21, 2012

