

The designated officers of the board will be the chairperson, vice-chairperson, chairperson pro tempore, and secretary.

The officers of the board will perform all duties and exercise the authority imposed or conferred upon them by the statutes of the State of North Carolina and by the State Board of Education.

A. DUTIES OF THE CHAIRPERSON

1. The chairperson has the following duties:
 - a. preside at all meetings of the board;
 - b. preserve order at all times;
 - c. appoint committee members, committee chairpersons, and hearing panel members, unless otherwise directed by the board;
 - d. serve as ex-officio member of all committees and a voting member of any committee when necessary to obtain a quorum;
 - e. call special meetings; and
 - f. sign official system documents.

The chairperson will perform all duties required of the office by law and execute all documents on behalf of the board.

2. In order to address the board, a member must be recognized by the chairperson. The chairperson has the following powers:
 - a. to rule motions in or out of order, including the right to rule out of order any motions patently offered for obstructive or dilatory purposes;
 - b. to determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other board members on those grounds;
 - c. to entertain and rule on questions of parliamentary procedure with the advice of the board attorney;
 - d. to call a brief recess at any time; and
 - e. to adjourn in an emergency.

3. The chairperson, like other members of the board, has the right to offer resolutions and to discuss questions. The chairperson may vote on all matters for which a motion is made but must vote to break a tie in the event that he or she did not vote in the original count.
4. The chairperson will serve as spokesperson of the board for communicating the board's position to the public.

B. DUTIES OF THE VICE-CHAIRPERSON

In the absence of the chairperson, the vice-chairperson of the board will assume all the rights and responsibilities of the chairperson and will perform other duties assigned by the chairperson.

C. DUTIES OF THE CHAIRPERSON PRO TEMPORE

In the absence of both the chairperson and vice-chairperson, the board may elect a chairperson pro tempore for that meeting only, and the appointment of such temporary officer will be noted in the minutes. While so serving, a chairperson pro tempore performs the regular duties of the chairperson.

D. DUTIES OF THE BOARD SECRETARY

The superintendent shall serve as ex-officio secretary to the board. The superintendent shall keep the minutes of the meetings of the board but shall have no vote. In the event of a vacancy in the superintendency, or if the superintendent is excluded for a closed session, the board may elect one of its members to serve temporarily as secretary to the board.

As secretary to the board, the superintendent shall:

1. record all proceedings of the board;
2. issue all notices and orders that may be made by the board;
3. ensure that the minutes of the meetings of the board are promptly and accurately recorded in the minutes book, which must be kept in the office of the superintendent and be open to public inspection during regular business hours;
4. manage all correspondence on behalf of the board, unless the board directs otherwise;
5. prepare and distribute copies of the agenda as required by law and board policy;
6. maintain official documents, including but not limited to, board policies;

administrative regulations; board resolutions and other decisions; audit, budgets, and financial reports; correspondence; deeds, contracts and leases; and reference materials for the board's information and use;

7. advise the board of policies previously adopted that affect items on the agenda requiring policy consideration;
8. maintain a record of the board's unfinished business and remind the board, when necessary, to attend to those matters;
9. in the absence of the chairperson and vice-chairperson, call the board meeting to order and conduct the election of a chairperson pro tempore;
10. attest all contracts, deeds, leases, or agreements executed by the chairperson or vice-chairperson on behalf of the board; and
11. perform other duties as required by state law or board policy.

Legal References: G.S. 115C-41(a), -276(b)

Cross References:

Adopted: November 2, 2015