

Policy Code: 2210 Duties of Officers

The designated officers of the board will be 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

The chairperson has the following duties:

- preside at all meetings of the board;
- preserve order at all times;
- appoint committee members and chairpersons;
- serve as ex-officio member of all committees;
- call special meetings;
- sign official district documents;
- follow Robert's Rules of Order

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

The chairperson will have the following powers:

- to recognize board members who wish to speak
- 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;
- to determine whether a speaker has gone beyond reasonable standards of courtesy and appropriateness in his/her remarks;
- enforce time limits to speakers
- to entertain and rule on questions of parliamentary procedure;
- to call a brief recess at any time; and
- to adjourn in an emergency.

The chairperson will have a vote on all matters for which a motion is made and will serve as official 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 of 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, by a majority vote of members present, may elect a chairperson pro tempore for that meeting only and the appointment of such temporary officer will be noted in the minutes. While serving, a chairperson pro tempore performs the regular duties of the chairperson.

D. Duties of Board Secretary

The superintendent will serve as ex-officio secretary to the board. The superintendent will have no vote.

As secretary to the board, the superintendent will:

- advise the board of policies previously adopted which affect items on the agenda requiring policy consideration;
- in the absence of the chairperson and vice-chairperson, call the board meeting to order and conduct the election of a chairperson pro tempore;
- and
- perform other duties as required by state law or board policy.

E. Duties of Board Clerk

- record all proceedings of the board;
- issue all notices and orders that may be made by the board;
- ensure that the minutes of the meetings of the board are promptly and accurately recorded in the minutes book which will be kept in the office of the superintendent and be open to public inspection during regular business hours;
- will also be responsible for preparing correspondence, receiving visitors, arranging conference calls, scheduling and attending meetings and hearings.
- prepare and distribute copies of the agenda as required by law and board policy, add notice of meetings to the CHCCS calendar and to the Board calendar;
- will post the personnel report once approved by the Board of Education, electronically distribute the Board of Education meeting packet as well as posting to district website;
- be responsible for the policy manual, and other related duties as required by the Chair, Vice Chair, and Superintendent;
- will assist with the duties and responsibilities such as conducting research, preparing reports, handling information requests, and performing clerical functions; and
- a Board Clerk will support the Board with secretarial duties without absolving the superintendent of their duties and responsibilities or, alternatively, ensure board members have effective access to the current electronic versions of the manuals;

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

Cross References: Election of Officers/Organization of the Board (Policy 2200)

Adopted: 4/23/98

Revised: 11/18/21, 10/20/22

Chapel Hill-Carrboro Schools
