

School Administrative Unit # 77
Monroe School District
School Board Policy

BBAB

**FIRST READING: 09/07/2011
06/06/2022**

ADOPTED: 10/19/2011

REAFFIRMED:

Roles and Duties of the Board Chairperson

The Chairperson shall preside at all meetings of the Monroe School Board and shall perform other duties as directed by law, New Hampshire Department of Education rules and this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the District Administrator in the planning of the Board meeting agendas;
3. Confer with the District Administrator on matters that may occur between Board meetings;
4. Appoint members to serve on specific committees, subject to full Board approval;
5. Call emergency meetings of the Board as necessary;
6. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others; and
7. Preside at and be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson 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. Put motions to a vote and announce the vote results.

The Chairperson shall have the right, as other Board members have, to offer motions, discuss questions and vote.

Duties of the Vice Chairperson

In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair.