

1   The designated officers of the Transylvania County Board of Education (the “board”) will be the  
2   chairperson, vice-chairperson, chairperson pro tempore, and secretary.

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

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7   **A.     DUTIES OF THE CHAIRPERSON**

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9       1.     The chairperson has the following duties:

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11           a.     preside at all meetings of the board;  
12           b.     preserve order at all times;  
13           c.     call special meetings; and  
14           d.     sign official system documents.

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

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19       2.     In order to address the board, a member must be recognized by the chairperson.  
20           The chairperson has the following powers:

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22           a.     to rule motions in or out of order, including the right to rule out of order  
23           any motions patently offered for obstructive or dilatory purposes;  
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25           b.     to determine whether a speaker has gone beyond reasonable standards of  
26           courtesy in his or her remarks;  
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28           c.     to entertain and rule on questions of parliamentary procedure;  
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30           d.     to call a brief recess at any time; and  
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32           e.     to adjourn in an emergency.

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34       3.     The chairperson will have a vote on all matters for which a motion is made and  
35           will serve as spokesperson of the board for communicating the board’s position to  
36           the public.

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38   **B.     DUTIES OF THE VICE-CHAIRPERSON**

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

45 **C. DUTIES OF THE CHAIRPERSON PRO TEMPORE**

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47 In the absence of both the chairperson and vice-chairperson, the board may elect a  
48 chairperson pro tempore for that meeting only, and the appointment of such temporary  
49 officer will be noted in the minutes. While so serving, a chairperson pro tempore  
50 performs the regular duties of the chairperson.  
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52 **D. DUTIES OF THE BOARD SECRETARY**

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

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- 62 1. record all proceedings of the board;
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  - 64 2. issue all notices and orders that may be made by the board;
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  - 66 3. ensure that the minutes of the meetings of the board are promptly and accurately  
67 recorded in the minutes book, which must be kept in the office of the  
68 superintendent and be open to public inspection during regular business hours;
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  - 70 4. manage all correspondence on behalf of the board, unless the board directs  
71 otherwise;
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  - 73 5. prepare and distribute copies of the agenda as required by law and board policy;
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  - 75 6. maintain board members' manuals of policies and administrative regulations in  
76 current status **or, alternatively, ensure board members have effective access to the**  
77 **current electronic versions of the manuals;**
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  - 79 7. advise the board of policies previously adopted that affect items on the agenda  
80 requiring policy consideration;
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  - 82 8. in the absence of the chairperson and vice-chairperson, call the board meeting to  
83 order and conduct the election of a chairperson pro tempore; and
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  - 85 9. perform other duties as required by state law or board policy.
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87 Legal References: G.S. 115C-41(a), -276(b)

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- 89 Cross References:
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- 91 Adopted: October 19, 2015
- 92
- 93 Revised: [DATE]

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