

### **Method of Election**

A Board Chairman and Vice-Chairman shall be elected annually at the first meeting in January. The Superintendent shall preside at this meeting and entertain nominations for Chairman. Following election of the Chairman, he/she shall preside over the meeting and the first order of business shall be the election of a Vice-Chairman.

### **Duties of Chairman**

The Board of Education selects annually, from its membership, a Chairman who presides at all meetings. The Chairman may have other duties as delegated by the Board of Education. When serving as presiding officer at any meeting of the Board of Education, the Chairman has the privilege of participating in debate and of voting.

The duties of the chairman of a local board of education are in general left to the discretion of the Board, except to the extent that duties for the office may be specified by local or special laws applicable to particular local school systems.

The Chairman of the Board, together with the Superintendent, shall have the right to execute a note or notes in the name of the Board for such sums as are authorized by the Board's resolution.

The Chairman is also required to sign the record of Board proceedings (minutes) kept by the secretary.

### **Duties of Vice-Chairman**

The Vice-Chairman shall preside at Board meetings in the absence of the Chairman. The Vice-Chairman may have other duties as delegated by the Board of Education.

### **Board Secretary**

The Superintendent of Morgan County Schools is the secretary to the Morgan County Board of Education.

The secretary to the Board attends all meetings of the Board; keeps minutes of the meetings; is custodian of records of the Board; uses the official seal, as approved by the Board; and performs such other duties as may be delegated by the Board.

### **Treasurer**

The Superintendent of Morgan County Schools is the treasurer to the Morgan County Board of Education.

The treasurer is the custodian of all funds of the Board. He/she receives and disburses funds, as authorized by the Board; and he/she is bonded as a protection to the Board.

ADOPTED: Prior to 1975

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Morgan County Schools

Date Adopted: 1/1/1975  
Last Revised: 3/8/2005