

VIGO COUNTY SCHOOL CORPORATION

TERRE HAUTE, INDIANA

File: BCB

### **BOARD OFFICERS AND DUTIES**

The Board of School Trustees shall elect, at its Organizational Meeting in January each year, one of its members to serve as President, one of its members to serve as Vice President, one of its members to serve as Secretary, and one of its members to serve as Deputy Secretary.

#### PRESIDENT

The President of the Board of School Trustees shall preside at Board meetings and shall perform such other duties as may be prescribed by law or by action of the Board of School Trustees taken at a legal meeting.

He/She shall decide, at Board meetings, questions of order.

He/She shall have the same right as other members to offer resolutions, to make motions or second motions, to discuss questions, and to vote thereon.

He/She shall appoint or provide for the election of all committees of the Board of School Trustees unless otherwise directed by the Board,

He/She shall call special meetings of the Board of School Trustees.

He/She shall sign official district documents that require the signature of the President and that are approved by the Board of School Trustees.

In the absence of the President from a regular or special meeting of the Board, the Vice President shall preside. If both the President and the Vice President are absent, then the Secretary shall preside.

If for any reason the office of the President becomes permanently vacant, then the Vice President shall act as temporary President until a new President is elected. A new President shall be elected on or before the second regular meeting following the vacancy.

## VICE PRESIDENT

The Vice President shall have the powers and duties of the President in his/her absence or during his/her disability.

## SECRETARY

The duties of the Secretary of the Board shall include use of the powers and duties of the President in the absence of both the President and the Vice President or during the disability of both.

The function of the Secretary would include the signing of official school corporation documents that require his/her signature and that are approved by the Board of School Trustees, or otherwise prescribed by law.

## DEPUTY SECRETARY

The Deputy Secretary shall in the absence of the Secretary exercise the duties of the Secretary. In the event of the absence of the other three officers, the Deputy Secretary shall exercise the powers and duties of the President.

If for any reason the Office of the President becomes permanently vacant, then the Vice President shall act as President until a new President is elected. A new President shall be elected on or before the second regular meeting following the vacancy.

All officers shall retain their respective offices until a successor is elected and has qualified by taking his respective oath and assumption of office.

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