

The designated officers of the board will be the 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. CHAIRPERSON**

Pursuant to Chapter 126 of the Session Laws of 1963, the chairperson will be elected for a term of four (4) years by the voters of Haywood County at large.

1. The chairperson has the following duties:
  - a. preside at all meetings of the board;
  - b. preserve order at all times;
  - c. appoint committee members and chairpersons;
  - d. serve as ex-officio member of all committees;
  - e. call special meetings; and
  - f. sign official system documents.

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

2. In order to address the board, a member must be recognized by the chairperson. The chairperson has the following powers:
  - a. 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;
  - b. to determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks;
  - c. to entertain and rule on questions of parliamentary procedure;
  - d. to call a brief recess at any time; and
  - e. to adjourn in an emergency.

3. The chairperson will serve as spokesperson of the board for communicating the board's position to the public.
4. The chairperson will be entitled to vote only in case of a tie among board members.

**B. VICE-CHAIRPERSON**

The chairperson may appoint a vice-chairperson at his or her discretion.

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

A vice-chairperson who is temporarily presiding as chairperson will retain all of his or her rights as a member, including the right to vote on all matters; however, he or she will not be entitled to cast a second vote in order to break a tie.

**C. CHAIRPERSON PRO TEMPORE**

In the absence of both the chairperson and a vice-chairperson, the board may elect a chairperson pro tempore for that meeting only. If necessary at any meeting, the superintendent will serve as chairperson of the board for the purpose of conducting the election of a chairperson pro tempore, and the appointment of such temporary officer will be noted in the minutes. While so serving, a chairperson pro tempore performs the regular duties of the chairperson.

A chairperson pro tempore who is temporarily presiding as chairperson will retain all of his or her rights as a member, including the right to vote on all matters; however, he or she will not be entitled to cast a second vote in order to break a tie.

**D. BOARD SECRETARY**

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

As secretary to the board, the superintendent shall:

1. record all proceedings of the board;
2. issue all notices and orders that may be made by the board;
3. ensure that the minutes of the meetings of the board are promptly and accurately

recorded in the minutes book, which must be kept in the office of the superintendent and be open to public inspection during regular business hours;

4. manage all correspondence on behalf of the board, unless the board directs otherwise;
5. prepare and distribute copies of the agenda as required by law and board policy;
6. maintain board members' manuals of policies and administrative regulations in current status;
7. advise the board of policies previously adopted that affect items on the agenda requiring policy consideration;
8. 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
9. perform other duties as required by state law or board policy.

Legal References: G.S. 115C-41(a), -276(b); S.L. 1963-126

Cross References:

Adopted: December 15, 2014