

## **Bylaws of the Board**

### **Office of the Vice Chairperson**

The Vice Chairperson will:

1. Act in place of the Chairperson when necessary and preside at meetings when the Chairperson is temporarily absent. The Vice Chairperson cannot fill vacancies required to be filled by the Chairperson and does not serve as an ex-officio member of committees.
2. Work with the Chairperson and Superintendent to become generally informed of Board business.
3. In the absence of the Chairperson, act as a resource to the Superintendent on decisions which may require further input between Board meetings.
4. In case of illness, resignation, or death of the Chairperson, the Vice Chairperson, as deemed by the Board, becomes Chairperson for the unexpired term

In the event that the Secretary is incapacitated or out of state, the Vice Chairperson's signature shall be an alternative signature on all legal documents requiring the signature of the Secretary.