

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: July 7, 2011

AGENDA ITEM No. 11-07-02

ACTION ITEM: (Y/N) Y

SUBJECT: Board Reorganization

INFO. CONTACT: G. Patrick Rhodes PHONE: 919-732-8126

- ATTACHMENTS:
1. Election of Officers/Organization of Board Policy #2200.
 2. Duties of Officers Policy #2210.
 3. Voting Methods Policy # 2342.

PURPOSE: The purpose of this agenda item is to provide the board the opportunity to elect a chairperson and a vice chairperson.

BACKGROUND: According to Board Policy #2200 Election of Officers/Organization of Board, "An organizational meeting for the election and qualification of officers will be held at the first meeting in July of the Board and as often thereafter as the Board will determine appropriate." A copy of the Duties of Officers Policy #2210 and the Voting Methods Policy #2342 provide additional background regarding board reorganization.

FINANCIAL IMPACT: None.

RECOMMENDATION: None.

**ELECTION OF OFFICERS/
ORGANIZATION OF BOARD**

Date Reviewed/Approved: 10/04/2004 *Policy Number:* 2200

Rescinds Policy Number: ABCD, BBA, BBAA

Issued: 09/01/1979, 01/12/1982, 01/12/1982

The board will elect a chairperson and a vice-chairperson to serve for a term of one year or until his or her successor is elected and qualified by taking the oath of office prescribed in Article VI, Sec. 7 of the North Carolina Constitution (see board policy 2110, Board Member Qualifications, Election & Service.) An organizational meeting for the election and qualification of officers will be held at the first meeting in July of the board and as often thereafter as the board will determine appropriate. The officers will be elected in the following order: chairperson, vice-chairperson.

If the chairperson or vice-chairperson resigns from office, the position will be filled at the next regular meeting of the board. The individual elected must have the majority vote of all members present.

If necessary at any meeting held to elect officers, the Board attorney will serve as chairperson of the board for purpose of conducting the election of the chairperson.

Legal References: G.S. 115C-37(d), -41

Rescinds Policy Number: BBAB, BBABA, BBABB, BBABC Issued: 02/28/1979, 02/28/1979, 02/28/1979, 02/28/1979

The designated officers of the Board will be chairperson, vice-chairperson and secretary. The chairperson and vice-chairperson are elected annually by a majority of the total board membership at the first meeting in July. The Superintendent serves as the Board Secretary and is an ex-officio member of the Board.

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. Duties of the Chairperson

The chairperson has the following duties:

- preside at all meetings of the board;
- preserve order at all times;
- appoint committee members and chairpersons;
- serve as ex-officio member of all committees;
- call special meetings; and
- sign official district documents.

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

In order to address the board, a member must be recognized by the chairperson. The chairperson will have the following powers:

- to rule motions in or out of order, including the right to out of order any motions patently offered for obstructive or dilatory purposes;
- to determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks;
- to entertain and rule on questions of parliamentary procedures;
- to call a brief recess at any time; and
- to adjourn in an emergency.

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

B. Duties of the Vice-Chairperson

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 as assigned by the chairperson.

In the event of absence or inability of both the chairman and the vice-chairman, the Board, by resolution duly adopted and recorded upon the minutes of any meeting, may authorize any other member to preside and to execute any contract, conveyance or instrument for and on behalf of the Board.

C. Duties of Board Secretary

The superintendent will serve as ex-officio secretary to the board. The superintendent will keep the minutes of the meetings of the board but will 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 designate one of its members to serve temporarily as secretary to the board.

As secretary to the board, the superintendent will:

- Record all proceedings of the board;
- Issue all notices and orders that may be made by the board;
- Ensure that the minutes of the meetings of the board are promptly and accurately recorded, preserved and kept in the office of the superintendent and be open to public inspection during regular business hours;
- Manage all correspondence on behalf of the board, unless the board directs otherwise;
- Prepare and distribute copies of the agenda as required by law and policy;
- Maintain board members' manuals of policies and administrative regulations in current status;
- Advise the board of policies previously adopted which affect items on the agenda requiring policy consideration;
- 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
- Perform other duties as required by state law and board policy.

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

VOTING METHODS

Date Reviewed/Approved: 10/04/2004 *Policy Number:* 2342

Rescinds Policy Number: BCBG

Issued: 02/28/1979

Voting will normally be by voice vote on all matters coming before the board for action; however, any member may call for a division in which case the vote will be by show of hands. In either event, the minutes will reflect the vote of each member voting and the abstention of any member present but not voting, unless the vote was unanimous.

A member must vote on all issues unless there is a conflict of interest, which will be so stated before the vote is taken and the reason recorded in the minutes.

No secret ballots are permitted. If the board decides, by majority vote, to vote by written ballot, each member must sign his or her ballot and the ballots must be available for public inspection in the superintendent's office immediately following the meeting and until the minutes are approved at which time they may be destroyed.

Legal Reference: G.S. 143-318.13