

Bartlett City Board of Education		1005
Descriptor Term: DUTIES OF BOARD OFFICERS	Descriptor Code: Board Operations	Issue Date: 12/02/2013
	Rescinds:	Revised: 5/28/2015

1 DUTIES OF THE CHAIRMAN

2 The Chairman of the Board shall have the following duties:

- 3 1. Assist the Superintendent in preparing Board meeting agendas;
- 4 2. Preside at all meetings of the Board;¹
- 5 3. Appoint committees authorized by the Board;
- 6 4. Serve as chair of the Executive Committee;
- 7 5. Countersign all warrants authorized by the Board and issued by the Superintendent
- 8 for all expenditures of the District;
- 9 6. Conduct Board hearings;²
- 10 7. Prepare the budget with the Superintendent;³
- 11 8. Authorize the use of mechanical check writing equipment;⁴
- 12 9. Certify the value of surplus property valued less than \$250;⁵ and
- 13 10. Carry out other such duties as may be assigned by the Board.

14 DUTIES OF THE VICE-CHAIRMAN

15 In the absence of the Chairman, the Vice-Chairman presides at Board meetings and shall
16 have all the powers of the Chairman other than signing warrants and payroll checks.

17 If the Chairman and Vice-Chairman are absent at a meeting at which a quorum is present,
18 the ranking member present in terms of continuous service on the Board shall preside.

19 In the event the Chairman is incapacitated or the office of chairman is vacated prior to the
20 expiration of the annual term, an election will be held to select a new Chairman. The Vice-
21 Chairman shall assume all duties during the interim.

¹ T.C.A. § 49-2-205

² T.C.A. § 49-5-512(c)

³ T.C.A. § 49-2-203(10)(A)(i)

⁴ T.C.A. § 49-2-113

⁵ T.C.A. § 49-6-2007

1 **DUTIES OF THE SECRETARY**

2 The Superintendent, as the executive officer of the Board, shall serve as Board Secretary.

3 The Secretary shall have the following duties:

- 4 1. Provide adequate notice of all board meetings;
- 5 2. Prepare the agenda;
- 6 3. Keep or cause to be kept, complete and accurate minutes of all Board
- 7 meetings⁶; and
- 8 4. Keep or cause to be kept all Board records.

⁶ T.C.A. § 49-2-301(b)(1)