

BOARD OFFICERS

FILE: BDB

Purpose

To identify the elected officers of the Board of Education and the duties of the officers

Definitions

N/A

Policy Statement

The elected officers of the Board of Education of Allegany County shall consist of a president and a vice president (president elect). The superintendent of schools shall be secretary-treasurer.

In the absence of the president, the vice president (president elect) will preside. If both the president and vice president are absent, then the secretary-treasurer will preside.

If for any reason the office of the president becomes vacant, then the vice president (president elect) will act as chairman until a new president is elected. A new president will be elected before the second business meeting following the vacancy.

A quorum of the board shall consist of three voting members.

President

The president shall:

- a) preside at all meetings of the Board and shall vote on motions placed before the Board for action.
- b) sign documents on behalf of the Board as may be required.
- c) represent the Board in deliberations with other Boards, school systems, or agencies unless another member of the Board is so designated.
- d) appoint all committees, call special meetings, and perform all duties as prescribed by law.
- e) determine the overall schedule of Board business.
- f) direct matters to the attention of the Board.
- g) lead goal setting and goal review meetings
- h) meet as required with committees, other Boards of Education or other elected officials to discuss matters of mutual interest.

Vice President (president elect)

The vice president shall:

- a) perform all duties of the president when acting in that capacity.
- b) perform other duties as assigned by the President.

Secretary-Treasurer

The secretary-treasurer of the Board:

- a) serves as superintendent of schools and is the chief executive officer of the school system.
- b) shall not be deemed a public officer under the Constitution or the public school laws of Maryland.
- c) shall attend all Board and committee meetings and shall have the right to advise the Board on any questions under consideration.
- d) shall have no right to vote.

The superintendent of schools shall:

- a) administer oaths to witnesses in all appeals or cases that come before the Board.
- b) interpret laws, controversies and disputes.
- c) approve contracts made by the Board.

- d) conduct correspondence, receive and/or complete reports.
- e) direct the professional improvement of teachers.
- f) visit schools and advise principals.
- g) evaluate programs of instruction.
- h) prepare and recommend for adoption curriculum guides and courses of study and other teaching aids.
- i) prepare lists of necessary textbooks, materials and equipment needed by schools.
- j) prepare and present the annual budget.
- k) make recommendations as to buildings, land and locations of flashing caution signs.
- l) issue work permits as needed.

Legal Reference	Annotated Code of Maryland	Education Article	§3-201, §4-107, §4-205
Policy History	Adopted – June 15, 1993	Reviewed – Feb. 9, 1999	Revised – May 10, 2005, 1 st Reading June 14, 2005, 2 nd Reading May 14, 2013, 1 st Reading June 11, 2013, 2 nd Reading