

Contoocook Valley School District Policy

BOARD OFFICERS

1. Method of Election

At the first meeting of the School Board after the Annual District meeting, the Board shall elect a chairperson, a vice-chairperson, a secretary, and a treasurer.

An individual to be elected to chairperson must have served a minimum of two (2) years on the School Board. An individual to be elected to vice-chairperson must have served a minimum of one (1) year on the School Board.

2. Duties

Chairperson

1. Preside over all scheduled meetings.
2. Appoint committees.
3. Is a voting member and participates in all discussions.
4. Shall call special meetings as needed
5. In the absence of the Superintendent is empowered to close school(s) in an emergency

Vice-Chairperson

1. In the absence of the chairperson, the vice-chairperson shall preside over scheduled meetings.
2. Assist the chairperson when needed.
3. In the absence of both officers, the remaining members shall select a member to act in this capacity.

Secretary

1. Is hired by the Superintendent of Schools to keep an accurate record of the meetings of the school board.
2. The secretary of the School Board shall attend all meetings of the board and keep an accurate record of all proceedings which she/he shall sign. She/He shall have custody of the record books and documents of the School Board. School Board records are to be available for public inspection at all reasonable times. The secretary of the School Board shall be responsible to the Superintendent of Schools in performing his/her duties.

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3. Policy on election of Officers

Nominating Committee

The Nominating Committee shall consist of the Board Chairperson and the chairpeople of the standing committee of the Board. In February of each year the nominating committee shall poll in full board for suggestions for nominees for chairperson and vice-chairperson of the board.

Selection Guidelines

A candidate for chairperson shall have served at least two years as a member of the board. A candidate for vice-chairperson shall have served at least one year as a member of the board.

Nomination

At the first board meeting in March, the nominating committee shall make known to the full board its recommendations for nominees for chairperson and vice-chairperson.

Election

At the first meeting of the board after the district meeting, the nomination committee shall present its nominations to the full board for the offices of chairperson and vice-chairperson. Further nominations shall be received from any member of the full board. In the event of two or more nominations for the same office, the election for such office shall take place at a special meeting, duly called for the purpose, not less than one week after the said first meeting of the full board.

Length of Term

The Length of Term for both chairperson and vice-chairperson shall be one year. Nothing herein shall be construed to prohibit any person from serving more than one consecutive term in the same office.

Resignation of Chairperson

In the event that a chairperson shall resign or be otherwise unable to serve a full term, the vice-chairperson shall assume the role of chairperson. A new vice-chairperson shall thereupon be elected by nomination from the full board.

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