

The Board of Education elects its own officers: president, vice-president, and secretary. The election of officers will be at the discretion of the Board of Education. The election of officers will be in March, subsequent to the school Board election, or at any other time the Board chooses to reorganize.

It shall be the duty of the president to preside at all meetings of the Board of Education and to appoint all committees. All legal documents authorized by the Board of Education shall bear the signature, or facsimile, of the Board president.

The vice-president shall assume the duties of the president in his/her absence.

The secretary of the Board of Education shall attend all meetings of the Board of Education and shall keep an accurate record of the Board's official proceedings. The secretary shall also see to the custody of the records, books, and documents authorized by the Board of Education which should also bear the signature, or facsimile, of the Board secretary.