

## OFFICERS OF THE SCHOOL BOARD

### PRESIDENT/VICE PRESIDENT

The President shall call and preside at all meetings of the Orleans Parish School Board and shall call special meetings when required. He/she shall sign with the Superintendent, the minutes and other official documents, including School Board resolutions, which require the signature of the President. He/she shall perform other duties as prescribed by law or School Board policy. In the absence of the President or in the event of his or her death, or his or her inability to act, the Vice-President shall perform the duties of the President and, when so acting, shall have all the powers of the President. If the President and Vice-President are absent from a meeting at which a quorum is present, the Superintendent shall preside until the members elect one of their members to serve as President for that meeting.

### SECRETARY/TREASURER

The Superintendent shall serve as the Secretary and Treasurer of the School Board. As Secretary, he/she shall keep and preserve all School Board records, receive all reports required by the School Board, and see that such reports are in proper form, complete and accurate. He/she shall announce all meetings, prepare the preliminary agenda of all meetings, and attend all meetings of the School Board and of its committees. In case the Secretary is absent, the School Board may appoint another member of the School Board, or other school personnel under the jurisdiction of the School Board to act as Secretary.

As Treasurer, the Superintendent shall have the authority to sign and execute any and all documents associated with all financial transactions duly approved by the School Board. He/she shall also be designated as the official custodian of all funds to which the School Board is entitled by law and shall be responsible for the proper safeguarding and accounting for all such funds.

The Treasurer shall issue a receipt for any monies coming into his or her hands and deposit such monies in accordance with the laws governing the deposit of public funds. He/she shall issue such warrants in payment of expenses lawfully incurred on behalf of the School Board.

### PARLIAMENTARIAN

Upon election, the President shall appoint a Parliamentarian to serve at School Board meetings who shall assist in maintaining the orderly conduct of meetings.

### ELECTION OF OFFICERS

At its first meeting in January of each year, or during the School Board swearing in ceremony held in the January following an election year, whichever occurs first, the

School Board shall elect one of its members to serve as President and one to serve as Vice-President, in separate ballots, for a term of one (1) year, beginning in January. The President and Vice-President shall receive the votes of a majority of the full membership of the School Board, four (4) votes, before being declared elected. Each officer may hold office for no longer than two (2) consecutive terms.

**FILLING OF VACANCIES IN SCHOOL BOARD OFFICES**

When the duly elected President of the School Board has vacated his/her office, the Vice-President shall serve as President on an interim basis, until the School Board elects a successor to serve during the remainder of the term of the office. In the event of a vacancy in the office of Vice President, the School Board shall immediately elect a successor to fill that vacancy for the remaining term of the office.

Revised: February 16, 2017

Ref: Constitution of Louisiana, Art. X, Sec. 30; La. Rev. Stat. Ann. §§17:54, 17:55, 17:56, 17:83, 17:91, 17:94, 17:95, 42:52, 42:141, 42:161, 42:162, 42:163; Board minutes, 2-16-17.