

SUBJECT: NOMINATION AND ELECTION OF BOARD OFFICERS

Officers of the Board of Education shall be nominated and elected by the simple majority of the Board at its Annual Organizational Meeting for a term of one (1) year. They will take their oath as officers at this meeting along with newly elected members.

The elected officers of the Board of Education are:

- a) President;
- b) Vice President.

Education Law Sections 1701 and 2105(6)

Adopted: 8/9/04

SUBJECT: DUTIES OF THE PRESIDENT OF THE BOARD OF EDUCATION

- 1) The President's duties include the following:
 - a) Presides at all meetings of the Board;
 - b) Calls special meetings as necessary or on request;
 - c) Appoints members to all committees of the Board;
 - d) Serves ex-officio as a member of all committees;
 - e) Executes documents on behalf of the Board;
 - f) Performs the usual and ordinary duties of the office.
 - g) The Vice-President shall act as President of the Board in the President's absence.

Education Law Section 1701

Adopted: 8/9/04
Revised: 01/04/2017

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SUBJECT: APPOINTMENT AND DUTIES OF THE CLAIMS AUDITOR

The Board of Education shall appoint a claims auditor who shall serve in accordance with law and regulations.

Adopted: 08/09/04

Revised : 08/2008

Revised: 02/10/2014 (corrected title & updated contents)

Replaced: 01/04/2017

**SUBJECT: DUTIES OF THE EXTRACLASSROOM ACTIVITIES FUNDS
TREASURER(S)**

The Extraclassroom Activities Funds Treasurer is appointed by the Board of Education and is responsible for the supervision of the extraclassroom activities funds.

The Treasurer's duties include the following:

- a) Countersigns all checks disbursing funds from the Extraclassroom Activities Account;
- b) Provides general supervision to ensure that all receipts are deposited and that disbursements are made by check only;
- c) Maintains records of all receipts and expenditures;
- d) Submits records and reports to the Board as required;
- e) Invest extra-classroom activity funds as directed by the District Treasurer other duties customary to the position.
- f) Assumes other duties customary to position.

8 New York Code of Rules and Regulations
(NYCRR) Part 172

Adopted: 8/9/04
Revised: 08/24/2009

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SUBJECT: POLICY

Unless otherwise required by law, all written policies of the Board of Education must first be considered at a Board meeting as the “first reading” and a majority of the Board voting to advance the proposed policy, including any amendments, to a second reading at a subsequent Board meeting. The policy becomes effective upon approval by the Board at the second reading. The Board retains the right by majority vote to waive the second reading of any proposed policy.

Adopted: 8/9/04

Revised: 02/01/2017

POLICY

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SUBJECT: AGENDA FORMAT

The Board of Education shall follow the following order of business at all meetings, unless this order of business is suspended by a unanimous vote of all members present.

- a) Call to order;
- b) Roll call;
- c) Approval of agenda/minutes;
- d) Executive Session;
- e) Comments from the public and the staff;
- f) Personnel;
- g) Financial;
- h) Facilities;
- i) Old Business;
- j) New Business;
- k) Consent
- l) Awards/honors/achievements;
- m) Communications
- n) Discussion topics;
- o) Next Meeting;
- p) Adjournment.

Education Law Section 1606
Public Officers Law Section 104(2)

Adopted 8/9/04
Revised 12/13/04

POLICY

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SUBJECT: ANNUAL ORGANIZATIONAL MEETING

The Annual Organizational Meeting of the Board of Education shall be held on the first Tuesday in July of each year, unless that day is a legal holiday, in which event it shall be held on the first Wednesday in July.

The Board may pass a resolution, however, to hold its Annual Organizational Meeting at any time during the first fifteen (15) days of July.

Education Law Section 1707

Adopted: 8/9/04

SUBJECT:**SUBMISSION OF QUESTIONS AND PROPOSITIONS AT THE ANNUAL MEETING AND ELECTION AND SPECIAL DISTRICT MEETINGS****Questions and Propositions at the Annual Meeting and Election**

The following rules and regulations shall apply to the submission of the questions or propositions at the annual meeting and election of this School District:

- a) Questions or propositions shall be submitted by petition directed to the Clerk of the School District and shall be signed by twenty-five (25) qualified voters, or five percent (5%) of the registered voters of the District who voted in the previous annual election of Board members, whichever is greater.
- b) A separate petition shall be required for each question or proposition.
- c) Each petition shall be filed with the Clerk of the School District. Petitions relating to an Annual Election must be filed not later than sixty (60) days preceding the election at which the question or proposition is to be voted upon.
- d) Questions or propositions submitted in accordance with these rules and accepted will be printed on the ballot for the voting machine. The School District, however, retains the right to reject petitions as permitted by law, including but not limited to instances where such petitions are advisory in nature or beyond the power of the voters.
- e) The Board of Education shall cause the rules and regulations set forth in this policy to be distributed within the District.
- f) Nothing herein contained shall affect the nominations of candidates as set forth in the Annual District Election notice pursuant to Education Law Section 2018.

Questions or Propositions to be Submitted at Special District Meetings

The procedure for requesting the Board of Education to call a Special District Meeting to vote on a question or proposition shall be in accordance with subdivisions 2 and 3 of Education Law Section 2008.

Education Law Sections 1703, 2008, 2018, 2035(2) and 2601-a

Adopted: 08/09/2004

Revised: 02/26/2015