

BOARD OFFICERS AND ORGANIZATIONAL MEETING

The Mercer County Board of Education shall include the following officers: President, Vice-President and Secretary. The President and Vice-President shall be elected at the biennial organizational meeting and serve two-year terms. The Secretary of the Board of Education according to the State Code is the Superintendent of Schools, who serves as the Chief Executive Officer of the school system.

There shall be no standing Board of Education committees. The board shall function as a committee of the whole. However, ad hoc committees may be appointed for specific purposes.

Presidential Duties

The President of the Mercer County Board of Education shall preside at Board meetings, shall perform all duties imposed by the statutes, and shall perform such other duties as may be prescribed by law or by action of the Board of Education.

- He shall decide, at Board meetings, questions of order.
- He shall have the same right as other members to offer resolutions, to make motions or second motions, to discuss questions, and to vote thereon.
- He shall call special or emergency meetings of the Board as provided by State Law and Board of Education policy.
- He shall sign official district documents that require the signature of the President's office.
- He shall be an ex-officio member of all committees serving the school system.

Vice-Presidential Duties

The Vice-President shall be elected from the membership of the Board. He shall preside in the absence of the President. In this capacity, he is empowered to act and carry out all duties of the President during any period that the President is absent or incapacitated.

BOARD OFFICERS (Continued)

Secretarial Duties

As prescribed in the State statutes, the County Superintendent of Schools shall be the Secretary for the Board of Education. The Superintendent as Secretary of the Board shall:

1. Take the oath prescribed in the Constitution before performing any of the duties of his office;
2. Attend all Board meetings including all Executive Sessions, except where his administration or employment is under consideration, and record its official proceedings in a record kept for that purpose;
3. Record the number of each order issued, the name of the payee, the purpose for which the order was issued, and the amount thereof. Every order shall be signed by the Secretary and the President of the Board;
4. Care for and keep all papers belonging to the Board, including evidences of title, contracts and obligations. They shall be kept in the Secretary's office, accessibly arranged for reference;
5. Record and keep on file all papers and documents pertaining to the business of the Board;
6. Make a tabular report annually to the Board on or before the twentieth day of July showing all the statistics and facts required on the forms furnished by the State Superintendent. He may collect his material from the annual report of the sheriff, the teachers' registers and such other sources as he thinks desirable, and he may accompany his report with such explanation and comments as he deems pertinent;
7. Keep the accounts and certify the reports required by law or requested by the Board;
8. Administer oaths to school officers, teachers, and others making reports;
9. Deliver in proper condition to his successor all records and property pertaining to his office;
10. Exercise such other duties as are prescribed by law or the Board of Education.

Source: Board of Education Minutes

Dates: 9/13/79, 1/2/79, 5/9/74, 2/25/82, 11/15/62, 5/23/85, 6/10/85

Legal Reference: School Laws of West Virginia: 18-5-1c and 18-5-25