

Weakley County Board of Education



Monitoring:

Descriptor Term:

Duties of Officers

Descriptor Code:

1.201

Issued Date:

06/15/2006

1
2 **CHAIRMAN**
3
4 It shall be the duty of the Chairman of the Board to preside at all meetings of the Board.¹ S/he
5 shall sign agreements, contracts and other important papers executed by the Board. S/he shall
6 also sign the minutes, of all the meetings when they have been approved and incorporated in the
7 permanent minute book. S/he shall appoint all committees,¹ unless the Board specifically directs
8 otherwise, and s/he shall be an ex-officio member of all committees. S/he shall exercise all other
9 powers and perform all other duties as ordinarily pertain to the office or devolve through action
10 of the Board.

11
12 **VICE CHAIRMAN**

13
14 The vice chairman shall assume the duties of the chairman in his/her absence or function as the
15 chairman until a new chairman can be elected in the event the chairman is incapacitated or the
16 office becomes vacant.

17
18 **CHAIRMAN PRO TEM**

19
20 A chairman pro tem shall be elected to preside during a meeting when neither the chairman nor
21 the vice chairman is present.

Legal Reference:

¹ TCA 49-2-205

Cross References:

1.101 Role of the Board of Education
1.202 Duties of Board Members