

# MSAD 35 BYLAWS: ARTICLE III - Officers

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### Sec. 1 - The Chairperson - BEDD Rules of Order

The Chairperson is to be elected by the Board at the annual organizational meeting, whose duties are to:

- A. Prepare the agenda with the Superintendent.
- B. Sign the Superintendent's contract, all graduation diplomas, referendum ballots, and all contracts.
- C. Run all meetings according to Robert's Rules of Order.
- D. Call special meetings, in conjunction with the Superintendent.
- E. Ensure the Board is provided supporting documentation and information in a timely manner such that they may be well prepared for meeting discussions and voting on topics on, or anticipated to be on, an upcoming agenda.
- F. Call special meetings, workshops or executive sessions, as needed, in conjunction with the Superintendent.

### Sec. 2 - The Vice-Chairperson

The Vice-Chairperson is to be elected at the annual organizational meeting, whose duties are:

- A. In absence of the Chairperson, to assume those duties.
- B. Support the Chairperson, as needed, with facilitation, coordination and communication to ensure Board members are successful in fulfilling their duties as Board and committee members.

Article III Revised: October 20, 2021

