

## **SULLIVAN SCHOOL BOARD POLICY SCHOOL BOARD GOVERNANCE**

### **BDB: School Board Officers and Elected Officials**

#### **School Board Officers**

Board officers will include a chairperson, vice-chairperson, and secretary. Officers will be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur. Officers will remain in their respective offices until new successors are elected.

If the chairperson resigns from the school board or resigns from the office of chair, the vice-chairperson will become chair of the board and the Board will vote to appoint a new vice-chair. If the chairperson loses his/her election or does not run for re-election, the vice-chair shall serve as chair during the organizational meeting. If the vice-chairperson or secretary resigns from the school board or from the respective office, the board will hold new elections for those offices.

The Superintendent is an ex-officio, non-voting member of the Board.

**Chairperson:** The chairperson shall preside at all meetings of the Board and shall perform other duties as required by law, NH Department of Education rules, District policy, or as directed by the Board. The chairperson will have the right to vote on all matters before the Board. The chairperson will consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, shall have the authority to call meetings and emergency meetings of the Board as necessary, and shall have such other powers and duties as the Board may from time to time determine.

**Vice-chairperson:** The Vice-Chairperson will have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

**Secretary:** The Secretary shall be responsible for Board correspondence when directed by the Chairperson.

#### **Elected School District Officials**

The School District shall elect school district officers in accordance with New Hampshire statutes. To become a candidate for any school district office, a person must be a registered voter in the district. Unless amended by vote of the Sullivan School District, the School District Clerk, Treasurer and Moderator shall be elected to three (3) year terms at the town election. No member of the School Board may at the same time hold the position as a School District Moderator or Treasurer.

The School Board shall fill vacancies in the district offices, other than that of moderator, until the next annual meeting of the District. If the Treasurer is temporarily incapacitated and unable to perform the duties of the office, the School Board may appoint an Acting Treasurer to fulfill the duties for a limited period of time, unless a deputy treasurer has been appointed. Individuals holding all elected offices shall receive such remuneration as the district may determine.

The School District Officers shall have the following powers and duties:

**Clerk of the District:** The Clerk shall perform such duties as outlined in New Hampshire law, including but not limited to, keeping a true record of each district meeting, and making any reports to the State of New Hampshire as may be required. The Clerk shall act as the moderator at any

meeting until a moderator pro tempore is chosen in the event that the moderator and the assistant moderator if one has been appointed, is absent or the office of district moderator is vacant.

**Moderator:** The Moderator shall perform such duties as outlined in New Hampshire statutes relating to public schools. The Moderator may appoint an assistant moderator, in accordance with the applicable statute, who shall have the same powers and duties as the moderator.

**Treasurer:** The treasurer shall perform such duties pertaining to the fiscal affairs of the School District as outlined in the New Hampshire statutes relating to public schools. Prior to commencing the duties of the office of Treasurer, the treasurer shall give a bond to the district with sufficient sureties as determined by the school board and Superintendent, for the faithful performance of the treasurer's official duties.

**Bonded Employees:** State law requires that the Treasurer and Assistant Treasurer (if one has been appointed) be bonded. The District will arrange a Public Officials Bond to cover the Treasurer and each Assistant Treasurer, if any, in the amount of \$100,000. Any employee who administers funds for the District shall be bonded appropriately. The District shall arrange a Blanket Bond, including a Faithful Performance endorsement, in the amount of \$100,000 on all employees who administer funds for the District.

Legal References:

RSA 197:19, School Meetings and Officers: Moderator  
RSA 197:19-a, School Meetings and Officers: Assistant Moderator  
RSA 197:20, School Meetings and Officers: Clerk  
RSA 197:22, School Meetings and Officers: Treasurer's Bond  
RSA 197:23-a, School Meetings and Officers: Treasurer's Duties  
RSA 197:24, School Meetings and Officers: Acting Treasurer  
RSA 197:24-a, School Meetings and Officers: Deputy Treasurer  
RSA 197:26, Vacancies  
RSA 671:6, School District Elections: Other Officers  
RSA 671-6-a, School District Elections: Optional Term  
RSA 671:18, School District Elections: Qualifications  
RSA 671:31, School District Elections: Reports by Clerk

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