

# Dyer County Board of Education

Descriptor Term:

## Duties of Officers

Descriptor Code:

**BBAB**

Board Approved:

**6/6/17**

Rescinds:

**BBAB**

Board Approved:

**7/9/96**

### 1. CHAIRMAN

- a. Preside at all meetings when present, preserve order, enforce the rules, and perform such other duties as directed by law and by the Board.
- b. Certify the official copy of approved minutes for each regular and special meeting of the Board.
- c. Sign official documents as needed.

### 2. VICE CHAIRMAN

In the absence of the Chairman, the Vice-Chairman shall perform the duties and have the obligation of the Chairman. In the absence of the Chairman and Vice-Chairman, the Board members shall elect one of their members to act as Chairman of the meeting.

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