

**BOARD OF TRUSTEES  
CHURCHILL COUNTY SCHOOL DISTRICT**

**DUTIES OF OFFICERS**

**Duties of the President**

The President shall preside at all meetings of the Board of Trustees and conduct all meetings in accordance with NRS, Board policies, regulations and bylaws adopted by the Board. He/she shall have the right, as other members of the Board, to discuss questions and vote as a full member of the board. He/she shall not have more access to information than other Board Members. He/she shall allow all Board Members the right to speak.

It shall be the prerogative of the President, if there are no objections from Board Members present, to move an agenda item to a different position during the course of any meeting.

The President shall have the authority to sign all necessary documents related to the functions of the Churchill County School District and those required by law under Nevada Statutes.

The President shall hold office for one year.

**Duties of the Vice-President**

In the absence of the President, the Vice-President shall perform the duties and have the obligations of the President.

The Vice-President shall hold office for one year.

**Duties of the Clerk**

The Clerk shall keep the minutes of all meetings and transactions of the Board of Trustees and shall sign all necessary documents related to the functions of the Churchill County School District and those required by law under Nevada Statutes.

The duties of the Clerk, with the exception of signatory powers, may be assigned to a competent employee of the Churchill County School District.

The Clerk shall hold office for one year.

**Duties of the Acting Clerk**

In the absence of the Clerk, the Acting Clerk shall perform the duties and have the obligations of the Clerk.

The Acting Clerk shall hold office for one year.

REVIEWED: 1/2/09, 11/3/09, 10/11/10

REVISED: 1/11/90, 1/24/14

LEGAL REFERENCE:

REVIEW RESPONSIBILITY: Board of Trustees / Superintendent