

The President shall:

- Preside over all meetings and conduct meetings in accordance with New Mexico law, New Mexico Public Education Department regulations, and policies of the District.
- Call special or emergency meetings.
- Consult with the Superintendent on the agenda for each meeting.
- Encourage and maintain orderly and democratic participation.
- Keep all discussions factual and focused on the agenda.
- Manage meetings efficiently, while allowing for full and complete exploration of each item of business.
- Exercise fair and neutral control over public input at Board meetings.
- The President may not act for, or on behalf of the Board, without prior specific authority from a majority of the Board, and
- The President shall perform other duties as assigned by the Board or required by law.

The Vice-President shall:

The Vice-President shall perform the duties of the President in the absence of the President and shall perform other duties as assigned by the Board. If the position of President is vacated, the Vice-President shall fill that position until such time as new officers are elected.

The Secretary shall:

The Secretary shall perform all duties as required by law and perform other duties assigned by the Board. The Secretary shall be responsible for all records of Board meetings and shall assist the Superintendent and the Custodian of Public Records for the District, in providing access to these documents upon request as may be required by law. The Secretary shall witness the signing of all legal documents, sign warrants, and call roll at all board meetings.

Surety Bonds:

A surety bond shall be obtained by the District, in the amount of not less than five thousand dollars (\$5,000.00) per officer, for all officers prior to their taking office. This bond shall be secured through the District's insurance carrier.

LEGAL REF.: 22-5-7 NMSA

CROSS REF.: 140 Agenda
142 Agenda Preparation and Dissemination