

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**BYLAW No. 070
ARTICLE VII**

DUTIES OF OFFICERS

Section 1. President

The President of the Board shall preside at all Board meetings. The President shall appoint all committees of the Board and shall be ex-officio member of all such committees.

It shall be the prerogative of the President, if there is no objection from a Board member 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 function of the Carson City School District and those required by law under Nevada Revised Statutes.

The President shall have the right to vote at all times.

Section 2. Vice President

The Vice President of the Board shall preside at meetings of the Board in the absence of the President.

Section 3. Clerk

- a. Immediately after the organization of the Board of Trustees, the Clerk shall file the names of the President, Vice-President, Clerk and the member of the Board of Trustees with the State Department of Education and the county auditor or auditors of the county whose boundaries are coterminous with the boundaries of the county school district of joint school district.
- b. After the Board has approved the minutes of each Board meeting, as prepared by the secretary, the Clerk shall affix the authorizing or validating signature to the office copy.
- c. The Clerk may delegate the authority and responsibility to draw order for payment of school monies, subject to business procedures established in the school accounting office and approved by the auditor, to the administrative staff.

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- d. The Clerk may delegate to the Superintendent the responsibility for giving official notice of special Board meetings to each member of the Board of Trustees as provided in NRS 386.330.
- e. The Clerk shall conduct the meeting of the Board of Trustees in the absence of the President and Vice President.
- f. The Clerk shall assist members of the Board of Trustees with completing the training for professional development as required by NRS Chapter 386 by informing members of the Board of training opportunities and encouraging attendance. The Clerk shall cause notice of non-compliance with required training to be posted in a conspicuous manner on the website of the District, and provide written notice of non-compliance to the other members of the Board, as required by law.

Reference: NRS 386.310, NRS 386.320, NRS 386.325

Adopted: February 27, 1979

Revised: November 12, 2002

October 25, 2011

March 27, 2018