

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
Board of Education
Upper Marlboro, Maryland

8102
Policy No.

POLICIES OF THE BOARD

DUTIES OF OFFICERS, MEMBERS, AND AUXILIARY PERSONNEL

Officers

I. POLICY STATEMENT

The Prince George's County Board of Education (Board) is a body politic and corporate created under the laws of the State of Maryland. The Board has full authority and jurisdiction over all educational matters affecting Prince George's County Public Schools (PGPCS) and the responsibility to promote the interests of PGPCS.

II. PURPOSE

The purposes of this policy are to establish the responsibilities of the Chair, Vice Chair, and the Secretary, Treasurer, and Executive Officer of the Board, to set forth the procedures for the election of the Chair and Vice Chair, and the steps to be taken in the event of a vacancy in either office.

III. DEFINITIONS

- A. *Temporary* or *Temporarily* —Any Board member who misses two (2) or less consecutive regularly scheduled Board meetings, work sessions, emergency meetings, public hearings, appeals and/or executive sessions or fails to attend 20% or less of the Board's regular meetings during any 12 consecutive month period.
- B. *Vacancy* – Any Board member who misses three (3) or more consecutive regularly scheduled Board meetings, work sessions, emergency meetings, public hearings, appeals and/or executive sessions or fails to attend 25% (more than 20%) of the Boards' regular meetings during any twelve (12) consecutive month period.

IV. STANDARDS

- A. The Board shall elect the Chair and Vice Chair from among its members during the Board's annual meeting which shall be held on the first Monday in December. The election shall be by an individual recorded vote of each Board member. The term of the Chair and Vice Chair shall be two (2) years.
- B. The duties of the Chair include:
1. Calling Board meetings;

2. Presiding at public meetings and executive sessions of the Board;
 3. Making standing committee appointments;
 4. Serving as a voting member of one (1) standing committee and serving as an ex-officio non-voting member of the remaining standing committees;
 5. Serving as the primary contact for communications between the Board and the Superintendent;
 6. Presenting the views of the Board in all official communications and correspondence;
 7. Determining the agenda for Board meetings after consultation with the other Board members and the Superintendent;
 6. Administering the Board's activities in accordance with the policies adopted by the Board; and
 7. Signing contracts authorized and approved by a majority of the Board members.
- C. In the temporary absence of the Chair at a Board meeting, the Vice Chair shall perform the duties ordinarily assigned to the Chair.
- D. If both the Chair and Vice Chair are temporarily unavailable to carry out the above duties, the remaining members of the Board shall select other Board members to serve in the capacity of the Chair and Vice Chair until the return of the Chair and/or Vice Chair.
- E. In the event of a vacancy in the office of the Chair, the Vice Chair will assume the responsibilities duties of the Chair until the annual meeting in December at which the election for the Chair will be held. If the Vice Chair declines to assume the responsibilities of the Chair, then the Board will elect a replacement for the Chair to serve until the annual meeting, at which time the election for the Chair will be held.
- F. In the event of a vacancy in the office of the Vice Chair, the remaining Board members shall elect a replacement at the next regularly scheduled meeting of the Board. The replacement Vice Chair shall serve until the annual meeting in December, at which time the election for the Vice Chair will be held.
- G. The Superintendent of PGCPS is the Secretary, Treasurer, and Executive Officer of the Board. The Superintendent may advise on any question under consideration by the Board but may not vote.
- H. Unless the tenure, salary or the administration of the office of the Superintendent is under consideration, the Superintendent or the Superintendent's designee shall attend all meetings of the Board and its committees.

V. IMPLEMENTATION RESPONSIBILITIES

It is the responsibility of the Chair, Vice Chair, other Board members and the Superintendent to carry out their responsibilities in compliance with this policy.

VI. REFERENCES

A. Legal

§ 4-107, MD. CODE ANN., EDUC. ART.

§ 3-1004, MD CODE ANN., EDUC. ART.

B. Other Board Policies

Policy 0108 – Code of Conduct

Policy 8100 – Board of Education Standing Committees and Focus Work Groups

VII. HISTORY

Bylaw Adopted

11/26/74

Bylaw Amended

1/26/84

Bylaw Amended

9/28/00

Bylaw Amended

5/16/03

Bylaw Reviewed – No Revisions Required

11/15/04

Bylaw Reviewed – No Revisions Required

10/26/05

Policy Reviewed

12/05/2024