

**BBA Board Officers**

5/17/12

**A. BOARD CHAIR**

The Chair shall preside over all meetings of the Cobb County Board of Education (Board) and perform such other tasks as are prescribed by law and as set forth in Board policies. The Chair shall be thoroughly familiar with all business that is to come before the Board. The Chair shall promptly sign the approved minutes and all other official documents which require the Chair's signature.

In addition, the Chair assures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties.

1. The job result of the Chair is that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
  - a. Meeting discussion content will be only those issues which, according to Board policy, clearly belong to the Board to decide, not the CEO.
  - b. Deliberation will be fair, open, and thorough but also timely, orderly, and kept to the point.
2. The authority of the Chair consists of making decisions that fall within topics covered by Board Policies on Governance Process and Board-Superintendent Linkage, except when the Board delegates portions of this authority to others.
  - a. The Chair is empowered to chair Board meetings, with all the commonly accepted power of that position (for example, ruling recognizing by adherence to Roberts Rules of Order Revised).
  - b. The Chair has no authority to make decisions regarding policies created by the Board. Therefore, the Chair has no authority to supervise or direct the Superintendent.
  - c. The Chair may represent the Board to outside parties in announcing Board-stated positions.
  - d. The Chair may delegate this authority consistent with policy but remains accountable for its use.
3. The Chair shall ensure that the Vice-Chair is aware that he/she shall perform the duties of the Chair in the Chair's absence, and shall perform other duties that may be assigned by the Chair or the Board.

**B. BOARD VICE-CHAIR**

The Vice-Chair shall serve in the absence of the Chair and perform all duties as delegated by the Chair or the Board of Education (Board), as well as those prescribed by law. In the absence of both the Chair and Vice-Chair, the attending members shall elect a Chairman to preside at that meeting.

The Vice-Chair shall serve as the Chair of the Board's Audit Committee.

**C. EXECUTIVE SECRETARY**

The Superintendent of Schools shall serve as the executive secretary to the Board of Education (Board). The Executive Secretary shall perform all the duties as delegated by the Board, as well as those prescribed by law. The Executive Secretary shall sign and maintain the approved minutes for permanent record and other official documents as required.

Approved: 9/10/69

Revised: 1/26/84; 8/8/84; 6/25/92; 8/23/01

Confirmed: 5/9/07

Revised and Re-coded: 5/17/12 (previously coded as Board Policy BDB)

Legal Reference  
O.C.G.A. 20-02-0057

Organization of LBOEs; chairperson and secretary; quorum; record of proceedings