

## **Bylaws of the Board**

### **Office of the Vice-Chairperson**

The vice-chairperson will:

1. Act in place of the Chairperson when necessary and preside at meetings when the Chairperson is temporarily absent. The Vice-chairperson cannot fill vacancies required to be filled by the Chairperson and does not serve as an ex-officio member of committees.
2. Work with the Chairperson and Superintendent to become generally informed of Board business.
3. In the absence of the Chairperson, act as a resource to the Superintendent on decisions which may require further input between board meetings.
4. In case of long-term unavailability, resignation, or death of the Chairperson, the Board shall elect a new Chairperson for the unexpired term.

The Vice-Chairperson's signature shall be an alternative signature on all legal documents requiring the signature of the secretary.