

SCHOOL COMMITTEE OFFICERS

Duties of the Chairperson

The Chairperson of the School Committee has the same powers as any other member of the School Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He/she will perform those duties that are consistent with his/her office and those required by law, state regulations, and this School Committee. In carrying out these responsibilities, the Chairperson will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the School Committee.
2. Consult with the Superintendent in the planning of the School Committee's agendas.
3. Confer with the Superintendent on crucial matters that may occur between School Committee meetings.
4. Appoint subcommittees, subject to School Committee approval.
5. Call special meetings of the School Committee as found necessary.
6. Be public spokesperson for the School Committee at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all School Committee meetings.

As presiding officer at all meetings of the School Committee, the Chairperson will:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the School Committee in its proper order.
3. Enforce the School Committee's policies relating to the order of business and the conduct of meeting.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.

5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the School Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Secretary

The Secretary of the School Committee will act in the absence of the Chairperson as presiding officer of the School Committee and will perform such other duties as may be delegated or assigned to him/her.

The Vice Chairperson/Secretary will keep a permanent record book, in which all the School Committee's votes, orders and proceedings shall be recorded, will comply with the state law and School Committee policy regarding notification of meetings, and will render such reports as may be required by the state or the town.

LEGAL REFS.: M.G.L. 71:36

Revised February 7, 2005

Adopted October 6, 2003

