

SCHOOL COMMITTEE OFFICERS

Duties of the Chair

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

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

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

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Committee in its proper order
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings
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 Committee
7. Answer all parliamentary inquiries
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chair

The Vice-Chair of the School Committee will act in the absence of the Chair as presiding officer of the Committee and will perform such other duties as may be delegated or assigned.

Duties of the Clerk

The Clerk will keep or cause to be kept an accurate journal of all School Committee meetings; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state or the town.

The Chair, Vice-Chair, and Clerk shall be elected by majority vote. In case the School Committee is unable to choose a Chair, the Chair of the previous year, if still a member of the Committee, will continue in office until such time as a Chair can be elected. In case the previous Chair is not a member, the School Committee shall elect a Chair pro tem at each meeting until a Chair is elected.

In the case of a vacated Chair, the Vice-Chair will automatically succeed to Chair pro tem. An election may be held for the purpose of filling offices that become vacant between the annual meetings that are used to elect officers for the coming year.

APPROVED: October 23, 2006
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LEGAL REFS.: M.G.L. 71:36