

## School Committee Officers

### Duties of the Chairperson

The Chairperson 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. He/she will perform those duties that are consistent with his/her office and those required by law, state regulations, and this 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 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 Committee, the Chairperson 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-Chairperson

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

**Duties of the Secretary**

The Secretary will keep or cause to be kept an accurate journal of all 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 Chairperson, Vice-chairperson and Secretary shall be elected by majority vote.

In case the School Committee is unable to choose a Chairperson, the Chairperson of the previous year will continue in office if he/she is still a member of the Committee. In case the latter is not a member, the School Committee shall elect a Chairperson pro-tem at each meeting until a choice is made.

**Vacancies in Office**

The School Committee has discretion in this area and may provide that:

1. In the case of a vacated Chairpersonship, the Vice-chairperson will automatically succeed to that position, and
2. An election may be held for the purpose of filling any other offices which may become vacant between the annual meeting which is used to elect officers for the coming year.

APPROVED:           October 23, 2006

LEGAL REFS.:       M.G.L. 71:36