

## COMMITTEE OFFICERS

### Chairman

The Chairman shall preside at all meetings of the Committee and shall perform other duties as directed by law, State Department of Elementary and Secondary Education regulations, and by the Committee. In carrying out these responsibilities, the Chairman shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. Plan the Committee's agendas in consultation with the Superintendent.
3. Confer with the Superintendent on crucial matters which may occur between Committee meetings.
4. Appoint committees, 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 Chairman shall:

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 rules 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 proposed motion would be, if it is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries, referring questions of legality to counsel.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

The Chairman shall have the right, as do other Committee members, to offer resolutions, discuss questions, and vote.

### Vice-Chairman

In the absence of the chairman the vice-chairman shall perform all the duties of the chairman.

### Secretary

The Superintendent or designee shall serve as Secretary of the School Committee and shall be responsible for insuring that a record is kept of all business transacted by the Committee at either regular or duly called special meetings and shall perform other duties that are ordinarily functions of this office.

Adopted: November 21, 2011