

---

**COMMITTEE OFFICERS**

---

**DUTIES OF CHAIR**

The chair shall preside at all meetings of the School Committee and shall perform other duties as directed by law, State Department of Educational and Cultural Services, regulations and by this Committee. In carrying out these responsibilities, the chair shall:

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 agenda. Confer with the Superintendent on crucial matters which may occur between Committee meetings.
3. Appoint subcommittees, subject to School Committee approval, and serve as an ex-officio member of all such subcommittees.
4. Call special meetings of the Committee as found necessary.
5. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
6. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the chair shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
3. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
4. Explain what the effect of a motion would be if this is not clear to members.
5. Restrict discussion to the question when a motion is before the Committee. Answer all parliamentary inquiries, referring questions of legality to the Committee attorney.
6. Put motions to a vote, stating definitely and clearly the vote and the result thereof.
7. The chair shall have the right, as other Committee members have, to offer resolutions, discuss questions, and vote.

**DUTIES OF VICE-CHAIR**

The sole duty of the vice-chair shall be to serve as chair *pro tempore* during the temporary absence of the Chair.

**DUTIES OF THE SECRETARY**

The Superintendent shall serve as Secretary of the Committee, with the right to speak on all questions and offer recommendations. The Secretary shall be responsible for ensuring that records are kept of all business transacted by the Committee at both regular and appropriately called special meetings, and shall perform such other functions as are ordinarily functions of this office.

Legal Reference: 20-A MRSA § 1055

ADOPTED: October 18, 1982  
REVISED: October 12, 2017  
REVIEWED: September 11, 2019

