

JAY SCHOOL DEPARTMENT

NEPN/NSBA Code: BDB

SCHOOL COMMITTEE OFFICERS

Duties of the Chair

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

- A. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee;
- B. Consult with the superintendent in the planning of the Committee meeting agendas;
- C. Confer with the superintendent on crucial matters which may occur between Committee meetings;
- D. Appoint sub committees, subject to Committee approval.
- E. May replace an absent sub-committee member at any meeting.
- F. Call special meetings of the Committee as necessary;
- G. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others;
- H. Be responsible for the orderly conduct of all Committee meetings; and

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

- A. Call the meeting to order at the appointed time;
- B. Announce the business to come before the Committee in its proper order;
- C. Enforce the Committee's policies relating to the order of business and the conduct of meetings;
- D. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;

- E. Explain, as appropriate, what the effect of a motion would be;
- F. Restrict discussion to the question when a motion is before the Committee;
- G. Answer parliamentary inquiries, referring questions of legality to the Committee attorney; and
- H. Put motions to a vote, restating definitely and clearly the motion, stating the vote and result thereof.

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

Duties of the Vice-Chair

In the absence of the chair, the vice-chair shall perform all the duties 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: TITLE 20A MRSA SEC. 1055

Cross Reference: BB - SCHOOL COMMITTEE LEGAL STATUS

Adopted: AUGUST 1, 1972, DECEMBER 4, 1997

Revised: 2/12/79; 10/21/85; 4/30/87; _____