

**CODE: BDB**

## **SCHOOL COMMITTEE OFFICERS**

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### **Duties of the Chair**

The Chair shall preside at all meetings of the School Committee and shall perform other duties as directed by law, Maine Department of Education rules, and by this School 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 School Committee;
- B. Consult with the Superintendent in the planning of the School Committee's meeting agendas;
- C. Confer with the Superintendent on crucial matters that may occur between School Committee meetings;
- D. Appoint subcommittees and serve as an ex-officio member of all such committees;
- E. Call special meetings of the School Committee as necessary;
- F. Be the public spokesperson for the School Committee at all times except as this responsibility is specifically delegated to others; and
- G. Preside at and be responsible for the orderly conduct of all School Committee meetings.

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

- A. Call the meeting to order at the appointed time;
- B. Announce the business to come before the School Committee in its proper order;
- C. Enforce the School Committee's policies relating to the order of business and the conduct of meetings;
- D. Explain, as appropriate, what the effect of a motion would be;
- E. Restrict discussion when a motion is before the School Committee;

F. Put motions to a vote and announce the vote result.

The Chair shall have the right, as other School Committee members have, to offer motions, 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 School 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 School Committee at both regular and appropriately called special meetings, and shall perform such other functions as are ordinarily functions of this office.

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Legal Reference: 20-A MRSA § 1055; Charter of the Town of Kittery § 4.04

Cross Reference: BB - School Committee Legal Status

Adopted: February 26, 1985

Revised: May 21, 1991; July 5, 1994; February 15, 2011