

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 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 that may occur between Committee meetings;
- D. Appoint subcommittees, subject to Committee approval, 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 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 Committee meetings.
- H. Prepare an annual report.

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 Committee in its proper order;
- C. Enforce the 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;

**Chebeague Island School Department
School Committee Policy**

File: BDB

- E. Restrict discussion when a motion is before the Committee;
- F. Put motions to a vote and announce the vote result.
- G. Answer parliamentary inquiries, referring questions of legality to the Committee's attorney.

The Chair shall have the right, as other 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 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; 1251(5), (7)

Cross Reference: BB - School Committee Legal Status
BEDD-Rules of Order
BEDH-Public Participation at Committee Meetings

Adopted: **December 6, 2011**