

File: B8

## **DUTIES OF SCHOOL COMMITTEE OFFICERS**

### **Duties of the Chairperson**

The chairperson of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He will perform those duties that are consistent with his office and those required by law, state regulations, and this Committee. The chairperson is authorized to provide for an emergency which may arise in the management of the schools until the next regular meeting of the Committee or until he can call a meeting, if he considers it necessary. In carrying out these responsibilities, the chairperson will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. Confer with the Superintendent on crucial matters that may occur between Committee meetings.
3. Call special meetings of the Committee as found necessary.
4. Be public spokesperson for the majority of the committee at all times except as this responsibility is specifically delegated to others.
5. Be responsible for the orderly conduct of all Committee meetings.
6. Appoint and remove members of Subcommittees, subject to approval by the Committee.

As presiding officer at all meetings of the Committee, the Chairperson will:

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 policies 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 motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

### **Duties of the Vice-Chairperson**

The vice-chairperson of the Committee will act in the absence of the chairperson as presiding officer of the committee and will perform such other duties as may be delegated or assigned to him.

### **Representative to the City Government**

The representative to the city government shall attend the meetings of the City Council and present the views of the Chicopee Public Schools to the city.

Legal Refs.: M.G.L. 71:36

1st reading: Reg SC Mtg 12/21/2011

2nd reading: Reg SC Mtg 12/21/2011