

SCHOOL COMMITTEE OFFICERS

Duties of Chairperson

The Chairman (Mayor) shall preside at School Committee meetings. The Chairman (Mayor) shall decide questions of order. He shall have the same right as other members to offer resolutions, to make motions or second motions, to discuss questions and to vote thereon.

The Chairman (Mayor) may elect to sit as a regular member and appoint the Vice Chairman, or if the Vice Chairman is not present the Secretary, or if the Vice Chairman and the Secretary are not present, a Chairman Pro Tempore to preside at that specific meeting.

The Chairman (Mayor) shall, during a meeting, have the privilege of waiving the Chair.

Vice Chairperson

The Vice Chairman shall preside at all meetings of the committee at which the Mayor is not present.

The Vice Chairman shall preside at any meeting of the committee at which the Mayor is present when the Mayor appoints the Vice Chairman to assume chairmanship of said meeting.

The Vice chairman shall appoint all permanent and temporary subcommittees.

The Vice Chairman shall, while presiding during a meeting, have the privilege of waiving the chair.

Secretary

The Secretary shall record or audit and approve minutes of all regular and special school committee meetings.

The secretary shall preside at all meetings of the committee at which the Mayor and Vice Chairman are not present.

The Secretary shall preside at any meeting at which the Vice Chairman is not present and Mayor appoints the Secretary to assume chairmanship of said meeting.

The Secretary shall, while presiding during a meeting, have the privilege of waiving the Chair.

The Secretary shall cause a written notice to be sent to each member not less than seventy-two (72) hours prior to any meeting.

Adopted: December 26, 1973

First reading: March 2, 2015 meeting

2nd/final reading: March 16, 2015 meeting