

Annually, at its first meeting of the school year, the School Committee shall elect all necessary officers including Chairperson (i.e Chair), Secretary and Treasurer. When present, the Chair shall preside at all meetings of the School Committee. If the Chair cannot be present at a meeting, the School Committee shall elect a temporary presiding officer.

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 and serve as an ex-officio member of all such committees;
- E. Call special meetings of the 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.

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. Explain, as appropriate, what the effect of a motion would be;
- E. Restrict discussion when a motion is before the Committee;
- F. Put motions to a vote and announce the vote result.

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

Duties of the Treasurer

The Treasurer of the Committee has the right to speak on all questions and offer recommendations. The Treasurer, along with the Superintendent and Business Manager, shall be responsible for ensuring that accurate financial

records are kept of all financial transactions of the School, that an annual audit is completed, and shall perform such other duties as are ordinarily functions of this office.

Duties of the Secretary

The Secretary of the Committee has 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 meetings and appropriately called special meetings, and shall perform such other duties as are ordinarily functions of this office.

Adopted: spring, 1989

Revised: 09/26/22 by J. Stevens, F. Dunson, & D. Pulsifer (First Reading: 08/25/22)