

COMMITTEE OFFICERS

Duties of the Chair

The Chair shall preside at all meetings of the Jefferson School Committee (JCS) 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 JCS;
- B. Consult with the Superintendent in the planning of the JCS meeting agendas;
- C. Confer with the Superintendent on crucial matters that may occur between JCS meetings;
- D. Appoint subcommittees subject to JCS approval and serve as an ex-officio member of all such subcommittees;
- E. Call special meetings of the JCS as necessary;
- F. Be the public spokesperson for the JCS 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 JCS meetings.

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

- A. Call the meeting to order at the appointed time;
- B. Announce the business to come before the JCS in its proper order;
- C. Enforce the JCS'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. Recognize persons who desire to speak and protect the speaker who has the floor from interference in accordance with established JCS policy;
- F. Restrict discussion when a motion is before the JCS;
- G. Answer all parliamentary inquiries referring questions of legality to the committee's attorney if needed;
- H. Put motions to a vote and announce the vote result.

The Chair shall have the right, as other JCS 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 JCS, 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 JCS 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
20-A MRSA§ 1651, 1652

Cross Reference: BB - School Committee Legal Status
BEDD- Rules of Order

Adopted: October 1, 2002

Revised:

