Brockton Public Schools
School Committee Policy

SCHOOL COMMITTEE OFFICERS

Duties of the Chair

The Chair 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/she will perform those duties that are consistent with his/her office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chair will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.

2. Consult with the Superintendent in the planning of the Committee's agendas.

3. Confer with the Superintendent on crucial matters that may occur between Committee meetings.

4. Appoint subcommittees, subject to Committee approval.

5. Call special meetings of the Committee as found necessary.

6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.

7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the Chair 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-Chair**

The Vice-Chair 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/her.

**Secretary**

The Secretary will keep or cause to be kept an accurate journal of all Committee meetings; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state or the city.

The Secretary shall keep a faithful record of all proceedings of the Committee, with the names of the members present at each meeting. A copy of the minutes shall be mailed to each Committee member if requested, within seven days following such meeting. The Secretary shall share electronically an agenda with the notice of all regular and special meetings to each Committee member the Friday prior to a meeting, or by hand delivery the Friday before. The agenda shall include a synopsis of each business item to be discussed at such meeting and any supporting documents relating thereto. A supplementary list may be used when necessary. The Secretary shall give due notice of all meetings, and suit to the Committee all reports required by law, and within such time that the same may be acted upon and completed in the period prescribed by law, and he/she shall transmit the same.

APPROVED/UPDATED: January 3, 2007; September, 2017

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