

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. **The chairperson** will perform those duties that are consistent with the office and those required by law, state regulations, and this Committee.

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. consult with the Superintendent in planning 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, **and make chairperson assignments,**
5. call special meetings of the Committee as 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,
8. represent or **ensure** School Committee representation at city council and other meetings where representation is required or deemed necessary, and
9. be the liaison to legal consultants on School Committee matters.

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. allow members of the public who wish to make short comments to do so at appropriate times and within time guidelines, recognizing speakers for the record, 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, or appoint one member to serve as Parliamentarian,
8. put motions to a vote, stating definitely and clearly the vote and result thereof,
9. **ensure** that date-sensitive School Committee business is handled in a timely fashion, and
10. conduct meetings with professional courtesy and fairness, setting an example for the school system.

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. The vice-chairperson will perform such other duties as may be delegated by the chairperson or assigned by the School Committee.

Secretary:

The secretary will keep or cause to be kept an accurate journal **and permanent record book** of all Committee meetings **in which all its votes, orders, and proceedings shall be recorded**; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state.

The secretary will perform such other duties as may be delegated by the chairperson or assigned by the School Committee. The secretary will **ensure** Attorney General guidelines are met, which includes taking and recording roll call when required, e.g. entering and exiting non-public sessions.

SOURCE: MASC LEGAL REF.:

M.G.L. 71:36 **Secretary, Appointment, Duties**

REF: Open Meeting Law Guide, Office of the Attorney General

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2016 revisions clarify the duties of the SC's three officers, emphasizing conducting business in a fair and professional manner, being timely, having minutes for all committee/subcommittee meetings, & conforming with city charter.

Greenfield Charter: Article 4, pg 16-17

Chair: The School Committee chair shall preside at all meetings of the School Committee, regulate its proceedings and shall decide all questions of order. The school committee chair shall appoint all members of all committees of the school committee, whether special or standing. The School Committee chair shall have the same powers to vote upon all measures coming before the School Committee as any other member of the School Committee. The School Committee chair shall perform such other duties consistent with the office as may be provided by Charter, by ordinance, or by other vote of the School Committee.

Vice-Chair: The vice chair of the School Committee shall serve as acting chair during the temporary absence or disability of the School Committee chair during the ensuing term of office. The powers of an acting School Committee chair shall be limited to only those powers of the chair as may be necessary to the conduct of the business of School Committee in an orderly and efficient manner and which may not be delayed.

2015 Attorney General Open Meeting Law Guide requirements:

Public bodies are required to create and maintain accurate minutes of all meetings, including executive sessions. The minutes, which must be created and approved in a timely manner (recommended as the body's next meeting), must include:

- *the date, time and place of the meeting
- *the members present or absent
- *The decisions made and actions taken, including a record of all votes,
- *a list of all documents and exhibits used at the meeting,
- *the name of any member who participated in the meeting remotely, along with the reason for his or her remote participation.

The law requires that existing minutes be made available to the public within 10 days of a request, whether they have been approved or remain in draft form.