

The officers of the School Committee shall consist of a Chairperson, a Vice-Chairperson, and a Secretary, each to be chosen by vote and to continue in office until the next organizational meeting.

Chairperson

The Chairperson shall preside at all meetings of the School Committee and shall perform other duties as directed by law, the Department of Elementary and Secondary Education regulations, and by the School Committee and School Committee policy. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts and orders necessary to carry out state requirements and the will of the School Committee.
2. Consult with the Superintendent in the planning of the School Committee's agendas and ensure the timely resolution of pending actions.
3. Confer with the Superintendent on crucial matters that may occur between School Committee meetings.
4. Appoint School Committee members to serve as members of the sub-committees of the School Committee.
5. Call regular and special meetings of the School Committee as deemed necessary.
6. Be the public spokesperson for the School Committee at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all School Committee meetings.
8. Work with the committee to establish yearly goals and ensure completion of stated goals.
9. Act as the liaison with the Superintendent, and other town boards such as the Selectmen, FinCom and the Town Capital Committee.: The chair may delegate the liaison role for the various town boards or any of the following responsibilities to other members of the School Committee to:
 - Ensure that the town boards and general public are informed on school matters.
 - Generate press information for the approval of the entire committee.
 - Generate the yearly schedule of School Committee meetings for SC approval.
 - Orient new members.
 - Compile the Superintendent and School Committee yearly evaluation

As presiding officer at all meetings of the School Committee, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the School Committee in its proper order.
3. Enforce the School 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 the effect of a motion if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the School Committee.
7. Answer all parliamentary inquiries, referring questions of legality to the Town Counsel.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

The Chairperson shall have the right, as other School Committee members have, to offer resolutions, discuss questions, and vote.

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Vice Chairperson

The Vice Chairperson will assume all duties and responsibilities of the Chairperson in the absence of the Chairperson.

Secretary

The Secretary to the School Committee shall keep a permanent record book, in which all votes, order and proceedings shall be recorded. The School Committee Secretary shall:

- Record minutes of executive session
- Record minutes of all School Committee meetings when the recording secretary is not in attendance.
- Ensure that corrections to draft minutes are included in the official meeting minutes.

Massachusetts General Law References:

M. G.L. 71 :36 - Secretary; Appointment, Duties

Westford Public Schools Policy References:

P7405 - Agenda Format

P7107 – Organizational Meeting

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WESTFORD PUBLIC SCHOOLS
Westford, Massachusetts 01886