

Belmont - 8006/8011
MASC BDB
School Committee Officers

The officers of the School Committee are a Chair and a Secretary.

Election

The Chair and Secretary are elected by the School Committee by majority vote at the organizational meeting. If the School Committee fails to elect a Chair and/or Secretary at the organizational meeting, the members filling these positions pro tempore shall exercise all duties of their respective offices from one meeting to the next until new officers are duly elected.

Tenure

The officers of the School Committee each hold office until the next organizational meeting unless a shorter period is specified by the terms of election or an individual's resignation or other condition of disqualification.

Chairperson

The Chair of the School Committee has the same powers as any other member of the School Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. The Chair will perform those duties that are consistent with the office and those required by law, state regulations, and this School 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 School Committee;
2. Consult with the Superintendent in the planning of the School Committee's agendas;
3. Confer with the Superintendent on issues that may occur between School Committee meetings;
4. Appoint subcommittees, subject to School Committee approval;
5. Call special meetings of the School Committee as necessary;
6. Be a public spokesperson and public correspondent for the School Committee at all times except as this responsibility is specifically delegated to others; and

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

At all meetings of the School Committee, the presiding officer will:

1. Call the meeting to order at the appointed time;
2. Insure that agenda items are taken up in an orderly manner;
3. Recognize persons who desire to speak, and insure that the speaker who has the floor may speak, free from disturbance or interference;
4. Respond directly to public inquiries, referring to a member of the School Committee or Administration for clarification or response when appropriate;
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 School Committee;
7. Answer all parliamentary inquiries; and
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Secretary

The Secretary will:

1. Keep or cause to be kept a permanent record book in which all votes, orders, and proceedings are recorded;
2. Comply with state law and School Committee policy regarding notification of meetings;
3. Render such reports as may be required by the state or the town.
4. In the absence of the Chair, assume the duties of the Chair. A Secretary Pro Tempore shall be elected by a majority of members present.

LEGAL REFERENCES:

M.G.L. 71:36, 66:5A

Ref: 1006-BEDH Public Comment at School Committee Meetings