

## Officers

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

### Election

The Chairperson and Secretary are elected by the School Committee by majority vote at the organizational meeting (see definition in section 8007). If the School Committee fails to elect a Chairperson 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 his/her election or he/she resigns or otherwise becomes disqualified.

### Chairperson

The Chairperson 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. He/she will perform those duties that are consistent with his/her office and those required by law, state regulations, and this School 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 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 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.

### Vice Chairperson

The Vice-Chair of the Committee will act in the absence of the Chair as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to them.

### 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 Chairperson, assume the duties of the Chairperson.  
A Secretary Pro Tempore shall be elected by a majority of members present.

### Resignation

Any officer may resign from office by delivering a written resignation to the Chairperson, the Secretary or to a meeting of the members of the School Committee. Such resignation is effective upon receipt and acceptance shall not be necessary to make it effective.

### Vacancies

If the office of Chairperson or Secretary becomes vacant, the members of the School Committee shall elect a successor by vote of a majority of all of the members of the School Committee. Each such successor holds office for the unexpired term or until he/she resigns or otherwise becomes disqualified.

Legal references:

MGL 71:36

66:5A