

DUTIES OF BOARD OFFICERS

Duties of the Chair

The Chair shall preside at all meetings of the Board and shall perform other duties as directed by Law, Maine Department of Education regulations and by this Board. In carrying out these responsibilities, the Chair shall:

- A.** Sign the instruments, acts and orders necessary to carry out State regulations and the will of the Board;
- B.** Consult with the Superintendent in the planning of the Board meeting agendas;
- C.** Confer with the Superintendent on crucial matters which may occur between Board meetings;
- D.** Appoint members (subject to Board approval) to a Board committee when there are no nominees or volunteers to the committee.
- E.** Call special meetings of the Board as necessary;
- F.** Be public spokesperson for the Board at all times on matters that the Board has discussed and reached consensus except as this responsibility is specifically delegated to others. If the Chair makes a public statement reflecting his/her personal opinions, he/she shall clearly state that he/she is expressing a personal opinion and not speaking on behalf of the Board.
- G.** Be responsible for the orderly conduct of all Board meetings; and

As presiding officer at all meetings of the Board, the Chair shall:

- A.** Call the meeting to order at the appointed time;
- B.** Announce the business to come before the Board in its proper order;
- C.** Enforce the Board's policies relating to the order of business and the conduct of meetings;
- D.** Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
- E.** Explain, as appropriate, what the effect of a motion would be;
- F.** Restrict discussion to the question when a motion is before the Board;

- G. Answer parliamentary inquiries, referring questions of legality to the Board attorney; and
- H. Put motions to a vote, restating definitely and clearly the motion, stating the vote and result thereof.

The Chair shall have the right, as other Board members have, to offer resolutions, discuss questions, and vote.

Duties of the Vice-Chair

In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair.

Duties of the Secretary

The Superintendent shall serve as Secretary of the Board, with the right to speak on all questions and offer recommendations. The Secretary shall be responsible for ensuring that records are kept of all business transacted by the Board at both regular and appropriately called special meetings, and shall perform such other functions as are ordinarily functions of this office.

LEGAL REFERENCE: *Title 20A MRSA Section 1055 (all)*
 Title 20A MRSA Section 1251.5, 7 (SAD's)
 Title 20A MRSA Section 1651, 2 (CSD's)

CROSS REFERENCE: *BB- School Board Legal Status*
 KBCA-Communicating with the Public
 BDDE-Board Committees

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