

**DUTIES OF CHAIRPERSON**

The Chairperson shall preside at all meetings of the Board and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. 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 Board.
2. Consult with the superintendent in the planning of the Board's agendas.
3. Confer with the superintendent on crucial matters which may occur between Board meetings.
4. Appoint Board committees, subject to Board approval, and Serve as an ex-officio member of all such committees.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.

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

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board.
3. Enforce the Board'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 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 Board.
7. Answer all parliamentary inquiries, referring to questions of legality to the Superintendent and/or Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

LEGAL REF: \_\_\_\_\_

DATE ADOPTED 12/05/78  
DATE REVISED: 01/05/00

**M.S.A.D. #46**

**POLICY** Board Officers

**CODE** BCB

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

**DUTIES OF VICE-CHAIRPERSON**

In the absence of the chairperson, the vice-chairperson shall perform all the duties of the chairperson.

**DUTIES OF 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 a record is kept of all business transacted by the Board at either regular or duly called special meetings and shall perform such other functions as are ordinarily functions of this office.

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