

SCHOOL COMMITTEE MEMBERS AND OFFICERS

Section B: School Committee Governance and Operations

File: BDB

The membership of the Committee consists of the Mayor, who shall be the Chairperson, and six members elected at-large for a term of four years, three of whom shall be elected at each biennial city election.

Duties of the Chair

The Chair of the School Committee has the same powers as any other member of the 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 Committee. The Vice-Chairperson shall preside at all meetings, if so requested by the Chairperson. In the absence of the Chairperson and the Vice-Chairperson, the most senior member present in point of service shall preside.

In carrying out these responsibilities, the Chair/Designee will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. Consult with the Superintendent in the planning of the Committee's agendas.
3. Confer with the Superintendent on crucial matters that may occur between Committee meetings.
4. Appoint subcommittees, subject to Committee approval.
5. Call special meetings of the Committee as found necessary.
6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the Chair/Designee will:

1. Call the meeting to order at the appointed time.
2. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
3. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
4. Explain what the effect of a motion would be if this is not clear to members.
5. Restrict discussion to the question when a motion is before the Committee.
6. Answer all parliamentary inquiries.
7. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chair

The Vice-Chairperson shall preside at all meetings, if so requested by the Chairperson. The Vice-Chair of the Committee will act as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to him/her.

Duties of the Superintendent

The Superintendent shall be the chief executive officer and shall serve as or designate a person to serve as Secretary of the Committee. He/she shall exercise general supervision over the schools in accordance with the policies of the Committee and subject to its direction.

SOURCE: Newburyport School Committee

Version Control

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