

BOARD OFFICERS

- 1.0 Duties of the Chair: The Chair will preside at all meetings of the Board of Education and will perform other duties as directed by law, Maine Department of Education rules, and by this Board.

- 2.0 In carrying out these responsibilities, the Chair will:
 - 2.1 Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
 - 2.2 Consult with the Superintendent in the planning of the Board meeting agendas;
 - 2.3 Confer with the Superintendent on crucial matters which may occur between Board meetings;
 - 2.4 Appoint subcommittees and serve as an ex-officio member of all such committees;
 - 2.5 Assign Board members to all committees;
 - 2.6 Call special meetings of the Board as necessary;
 - 2.7 Be the public spokesperson for the Board at all times, and expressing only those positions which represents the majority of the Board, except as this responsibility is specifically delegated to others; and
 - 2.8 Preside at and be responsible for the orderly conduct of all Board meetings.

- 3.0 As presiding officer at all meetings of the Board, the Chair will:
 - 3.1 Call the meeting to order at the appointed time;
 - 3.2 Announce the business to come before the Board in its proper order;
 - 3.3 Enforce the Board's policies relating to the order of business and the conduct of meetings;
 - 3.4 Explain, as appropriate, what the effect of a motion would be;
 - 3.5 Manage discussion to the motion before the Board; and
 - 3.6 Put motions to a vote and announce the vote result.

- 4.0 The Chair will have the right, as other Board members have, to offer motions, discuss questions, and vote.

- 5.0 Duties of the Vice-Chair: In the absence of the Chair, the Vice-Chair will perform all duties of the Chair.

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

Legal Reference: 20-A MRSA § 1055

Adopted: December 28, 1971

Revised: October 3, 2002