

**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 rules, and by this Board. In carrying out these responsibilities, the Chair shall:

- A. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
- B. Consult with the Superintendent in the planning of the Board's agendas;
- C. Confer with the Superintendent on crucial matters which may occur between Board meetings;
- D. Appoint subcommittees subject to Board approval, and serve as an ex-officio member of all such committees;
- E. Call special meetings of the Board as necessary;
- F. Be the public spokesperson for the Board at all times except when this responsibility is specifically delegated to others;
- G. Preside at and be responsible for the orderly conduct of all Board meetings; and
- H. Prepare an annual report which will be included in the Proposed School Budget.

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. End discussion when a "call the question" motion is supported by the Board;
- G. Answer all parliamentary inquiries; and
- H. Put motions to a vote, stating definitely and clearly the vote and result thereof.

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

**Duties of the Vice-Chair**

In the absence of the Chair, the Vice-Chair shall perform all duties of the Chair. In the absence of both the Chair and Vice-Chair, the board shall elect one of the members present to preside.

### **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 a record is kept of all business transacted by the Board at both regular and appropriately called special meetings, and shall perform such other functions of this office.

Legal Reference:     20-A MRSA § 1055 (ALL)  
                          20-A MRSA § 1251(5), (7) (MSAD)  
                          20-A MRSA § 1651.2 (CSD)

Adopted:             January 3, 1990  
Revised:             November 3, 2016