

**M.S.A.D. #12 POLICY****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. Be responsible with the Superintendent in the planning of Board meeting agendas;
- C. Confer with the Superintendent on crucial matters which may occur between Board meetings;
- D. After consultation with the Vice Chair, appoint Board members to subcommittees, and serve as an ex-officio member of all such committees as required;
- E. Call special meetings of the Board as necessary;
- F. Be 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. Supervise the Board's preparation of an annual report.

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

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
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, as appropriate, what the effect of a motion would be;
6. Restrict discussion to the question when a motion is before the Board;
7. Answer parliamentary inquiries, referring questions of legality to the Superintendent and the Board attorney, if necessary; and,
8. 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: 20-A MRSA § 1055 (ALL)

20-A MRSA § 1251.5, 7 (MSAD)

20-A MRSA § 1651, 2 (CSD)

Cross Reference: BB - School Board Legal Status

**Adopted: November 12, 2002**