

## **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 meeting agendas;
- C. Confer with the Superintendent on crucial matters that 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 as this responsibility is specifically delegated to others;
- G. Preside at and be responsible for the orderly conduct of all Board meetings;
- H. Sign such documents on behalf of the Board as may require signature;
- I. Represent the Board in meetings with other boards, agencies or entities unless another member of the Board is designated by the Chair or by Board vote to do so; and
- H. Prepare an annual report.

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. Explain, as appropriate, what the effect of a motion would be;
- E. Restrict discussion when a motion is before the Board;
- F. Put motions to a vote and announce the vote result.
- G. Answer parliamentary inquiries, referring questions of legality to the Board's attorney.

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 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; 1251(5), (7)

Cross Reference: BB - School Board Legal Status  
BEDD-Rules of Order  
BEDH-Public Participation at Board Meetings

Adopted: May 3, 1999

Revised: May 7, 2012