

SECTION B

BOARD GOVERNANCE AND OPERATIONS

3. *Organization of the School Committee:*

(1960, Rules; Voted 4/15/68, #68-131; 12/5/77, #77-487;
1/23/78, #78-43; 6/18/79, #79-244; 10/6/81, #81-464; 5/3/01, #01-43)

The School Committee adopts the following policies regarding organization of the School Committee. These policies are based upon the document Rules of the School Committee, last revised by vote of the School Committee on October 17, 1960, and conform to existing State statutes and Town By-Laws. These policies will supersede policies previously adopted, and will remain in effect until duly amended in whole or in part by a vote of a majority of the School Committee at a public meeting for which the proposed amendment has been published in the docket.

School Committee Organizational Meeting/Election of Officers:

The School Committee will organize annually following the Town Election in May. The Superintendent of Schools will preside at the organizational meeting until the Chair is elected. A Chair and Vice-Chair will be elected in Open Session by vote of the majority of those members present. No member of the School Committee may serve as Chair for more than two consecutive one-year terms. The Chair will preside at all meetings of the School Committee. In the absence of the Chair, the Vice-Chair will preside, or in the absence of the Chair and Vice-Chair, the Committee may designate a member to be Temporary Chair.

It will be the practice of the School Committee to appoint as its Secretary the person employed as the Assistant to the School Committee. The Secretary will be appointed by vote of the majority of the members present. The Secretary will assume all the duties specified in Chapter 71, Section 36 of the General Laws, and as specified in the job description of the Assistant to the School Committee. It is the responsibility of the Assistant to perform various administrative duties and assignments for the School Committee, coordinate with other personnel of the Brookline Public Schools, produce the docket for official meetings, prepare the official record of the proceedings, and act as a major contact point for the citizens of the community, acting for the School Committee within broad policy guidelines.