

SCHOOL COMMITTEE OFFICERS

Duties of the Chair

The Chair of the North Middlesex Regional School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions, and to discuss questions. They will perform duties consistent with their office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chair will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. Consult with the Superintendent in the planning of the Committee's agendas.
3. Confer with the Superintendent on crucial matters that may occur between Committee meetings.
4. Appoint subcommittees, subject to Committee approval.
5. Call special meetings of the Committee as found necessary.
6. Serve as the Committee's public spokesperson at all times, except when this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the North Middlesex Regional School Committee, the Chair will:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order.
3. Enforce the Committee'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 what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chair

The Vice-Chair of the North Middlesex Regional School Committee will act in the Chair's absence as presiding officer of the Committee and will perform such other duties as may be delegated or assigned.

Secretary

The secretary will keep or cause to be kept an accurate journal of all Committee meetings; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state or the town. The secretary will have responsibility for the District Seal and any documents that require the Seal.

SOURCE: MASC - Reviewed 2022

LEGAL REF.: M.G.L. 71:36

Adopted by the NMRSD School Committee:

Original Adoption: 4/11/2011

Five-Year Review Cycle:

Informational Review: 7/21/2026

NMRSD First Vote: 7/21/2026

NMRSD Adoption: 8/11/2026
