



Cumberland School Department Policy Manual

SCHOOL COMMITTEE GOVERNANCE & OPERATIONS

B

MEETING PROCEDURES AND ELECTION OF OFFICERS

B-3

PURPOSE

Except as otherwise provided by Law, or by policies of the School Committee, meetings of the School Committee will be conducted in accordance with the most recent revision of Robert's Rules of Order. Nothing shall prohibit the School Committee from deciding to temporarily suspend parliamentary rules of order under Robert's Rules by a majority vote.

AGENDA DEVELOPMENT

The Superintendent, in conjunction with the Chair, shall develop the School Committee agenda.

ELECTION AND DUTIES OF SCHOOL COMMITTEE OFFICERS

The Cumberland School Committee Chair, Vice Chair, and Clerk shall be elected by a vote of the majority of the Committee at the "Organizational" meeting or if any change in the membership of the Committee should occur. Any of the Chair, Vice Chair, or Clerk may be removed at the pleasure of the Committee. Any vacancy shall be filled by a majority vote of the Committee.

The Organizational meeting shall be held on the first meeting of the School Committee following the election and issuance by the Board of Canvassers of a certificate of election to all newly elected School Committee members.

CHAIR

The Chair of the Cumberland School Committee shall have the following duties:

1. Exercise such powers and perform such duties as are fixed by statute
2. Act as the presiding officer of the School Committee
3. Be authorized to sign all binding documents, unless the Chair is not available or the School Committee decides by majority vote to have an alternative signatory
4. With assistance from the Superintendent, represent the School Committee at all official functions.
5. The Chair shall serve as official spokesperson for the School Committee. The opinions expressed by individual school committee members are theirs and theirs alone.
6. Vote on matters before the School Committee.
7. Delegate matters to other members in the Chair's reasonable discretion.



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8. Be authorized to create sub-committees of the School Committee, as deemed necessary.
9. Designate school liaisons and committee assignments.

VICE CHAIR

The Vice Chair of the Cumberland School Committee shall have the following duties:

1. In the absence of the Chair, perform the duties of the Chair.
2. Perform all such duties that may be delegated to the Vice Chair by the Chair.

CLERK

The Clerk of the Cumberland School Committee shall have the following duties:

1. See that an accurate record of all open and executive session committee meetings is kept and submit copy to superintendent's assistant or other designee prior to the subsequent school committee meeting.

SUB-COMMITTEE CHAIR

The chair of a Sub-Committee of the Cumberland School Committee shall have the following duties:

1. Schedule meetings.
2. Develop agenda for meetings with assistance from the administration.
3. Keep and submit minutes of meetings.
4. Discuss and/or vote on matters as appropriate.
5. Report actions of the sub-committee to the full committee.

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