



LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

SCHOOL COMMITTEE OFFICERS

Duties of the Chairperson:

The Chairperson of the 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 those duties that are consistent with the 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 order necessary to carry out state requirements and the will of the Committee.
2. Be familiar with parliamentary procedures as they apply to Committee operations.
3. Collaborate with the Superintendent on the drawing of the agenda and the preparation for the School Committee meeting, and facilitate the School Committee by providing background material needed to arrive at a decision. The Chair may assign to the Vice-Chair particular duties as the Chair sees fit. The Chair should include on the agenda items requested by School Committee members.
4. Appoint School Committee subcommittees, subject to Committee approval.
5. Call special meetings of the Committee as found necessary.
6. Be the official spokesperson for the Committee and ensure that any statement made to the press or to the public represents the position of the Committee
7. Represent the Committee on public occasions or delegate such to other members.
8. Maintain contact with other agencies, including Lincoln town boards, METCO, the Lincoln-Sudbury Regional HS School Committee and Hanscom Air Force Base.
9. Provide the leadership that brings individual School Committee members together as an effective policy-making board.
10. Be a facilitator, a guide, to help the Committee crystallize a position and to arrive at informed conclusions.
11. Help the Superintendent understand what the School Committee will need in order to arrive at informed decisions.
12. Communicate the consensus thinking of the School Committee to the Superintendent.
13. Not necessarily have been a Vice-Chair. The Vice-Chair fills the role of the Chair when the Chair is absent.
14. Help to initiate new members of the School Committee by appointing mentors, scheduling process workshops, and with the Superintendent's help, familiarize new members with procedures and process guidelines for School Committee members.

As presiding officer at all meetings of the Committee, the Chair will:

1. Start Committee meetings on time and bring them to an expeditious conclusion.
2. Conduct the meeting with the degree of firmness and decorum dictated by the situation. (A general discussion might be better handled informally while a debate or controversial issue would require firmer control by the Chair.)



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3. Provide opportunities for each member to present opinions while tactfully preventing any member from monopolizing the meeting.
4. Explain what the effect of a motion would be if this is not clear to members; restrict discussion to the question when a motion is before the Committee.
5. Puts motions to a vote, stating definitely and clearly the vote and the result thereof.

Duties of the Vice-Chairperson

The Vice-Chair of the Committee will act in the absence of the Chair as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to them..

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

Note: The School Committee shall authorize the hire of a Clerk. The Clerk will keep an accurate journal of all Committee meetings; will comply with state law and Committee policy regarding the recording of minutes.

The treasurer of the town serves as the treasurer of the School Committee.

Approved at School Committee Meeting of March 18, 1985
Revised at School Committee Meeting of January 22, 1990
Revised at School Committee Meeting of July 23, 2014
Revised at School Committee Meeting of December 15, 2022