



CONSENT AGENDA

1. Items that need to be approved via a vote by the School Committee can be placed on the consent agenda. The decision to place an item on the consent agenda is made at the agenda-setting meeting, by those involved in the agenda setting.
2. The intention is to place items on the consent agenda that are not likely to need discussion. By placing an item on the consent agenda, it is assumed that School Committee members will be able to cast a vote for or against the item on the basis of reading material provided in the packet, without any discussion or explanation occurring during the School Committee meeting.
3. The same type of written background information is provided for consent agenda items in the packet as would be the case if those items were not placed on the consent agenda.
4. People who can answer detailed questions about an item on the consent agenda will not be requested to be available at the School Committee meeting to present their information or to answer questions.
5. Near the beginning of each School Committee meeting, the Chair describes the item(s) that are on the consent agenda. Any individual member of the School Committee may request that an item on the consent agenda be held out. In doing so, they may request either that the item be held out for discussion and vote later on (under New Business) at that meeting, or be held out for discussion and vote at the next School Committee meeting. The later action would be appropriate if the member felt that they needed someone present to answer questions about the item who is not in attendance at the meeting.
6. The Chair then moves that the Committee vote to approve any and all items remaining on the consent agenda that have not been held out. Once seconded, the Committee votes on the consent agenda. If the motion to approve the consent agenda passes, then any items remaining within the consent agenda are considered approved. If the motion to approve the consent agenda does not pass, then all items remaining within the consent agenda are considered not approved.

Adopted at School Committee Meeting of January 13, 2005

Reaffirmed at School Committee Meeting of _____

ROLE OF THE CHAIRMAN OF THE SCHOOL COMMITTEE

The following outline is based primarily on the Handbook for Massachusetts School Committee Members.

The Chairman should:

1. Recognize that although the responsibilities are greater, the authority of the Chairman is equal to that of the other individual members.
2. Be familiar with parliamentary procedures as they apply to Committee operations.
3. Provide time to consult with the Superintendent on the drawing of the agenda and the preparation for the School Committee meeting, and to 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 Chairman should include on the agenda items requested by School Committee members.
4. Appoint School Committee subcommittees.
5. Start Committee meetings on time and bring them to an expeditious conclusion.
6. 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.)
7. Provide opportunities for each member to present opinions while tactfully preventing any member from monopolizing the meeting.
8. 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.
9. Bear in mind that good humor can often relieve a tense moment.
10. Be sure that any statement made to the press or to the public represents the position of the Committee
11. Be the official spokesperson for the Committee.
12. Represent the Committee on public occasions or delegate such to other members.
13. Maintain contact with other agencies, including Lincoln town boards, METCO, the Tri-School Committee and Hanscom Air Force Base.
14. Provide the leadership which brings individual School Committee members together as an effective policy-making board.
15. Be a facilitator, a guide, to help the Committee crystallize a position and to arrive at informed conclusions.
16. Help the Superintendent understand what the School Committee will need in order to arrive at informed decisions.

17. Communicate the consensus thinking of the School Committee to the Superintendent.
18. Not necessarily have been a Vice-Chair. The Vice-Chair fills the role of the Chair when the Chair is absent.

Approved at School Committee Meeting of March 18, 1985
Revised at School Committee Meeting of January 22, 1990
Revised at School Committee Meeting of _____, 2014

SCHOOL COMMITTEE OFFICERS

Duties of the Chair:

The Chair 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. S/he will perform those duties that are consistent with her/his 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. Provide time to consult with the Superintendent on the drawing of the agenda and the preparation for the School Committee meeting, and to 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.
7. Represent the Committee on public occasions or delegate such to other members.
8. Be sure that any statement made to the press or to the public represents the position of the Committee
9. Maintain contact with other agencies, including Lincoln town boards, METCO, the Lincoln-Sudbury Regional HS School Committee and Hanscom Air Force Base.
10. Provide the leadership which brings individual School Committee members together as an effective policy-making board.
11. Be a facilitator, a guide, to help the Committee crystallize a position and to arrive at informed conclusions.
12. Help the Superintendent understand what the School Committee will need in order to arrive at informed decisions.
13. Communicate the consensus thinking of the School Committee to the Superintendent.
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help, familiarize new members with procedures and process guidelines for School Committee members.

16. Bear in mind that good humor can often relieve a tense moment.

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.)
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-Chair

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

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.

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*Approved at School Committee Meeting of March 18, 1985
Revised at School Committee Meeting of January 22, 1990
Revised at School Committee Meeting of _____, 2014*

SCHOOL COMMITTEE OFFICERS

Duties of the Chair

The Chair 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. He/she will perform those duties that are consistent with his/her 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. Be public spokesperson for the Committee at all times except as 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 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 Committee will act in the absence of the chairperson as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to him/her.

Clerk

The clerk 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.

SOURCE: MASC

LEGAL REF.: M.G.L. [71:36](#)

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

Note: This category is for statements about officers the School Committee elects from its own membership. Policies relating to officials that the Committee appoints from outside its membership are properly filed under code BDC. (Codes BDB and BDC can be combined as BDB/BDC, covering the double term School Committee Officers/Appointed Officials.)

If your School Committee elects a treasurer from its membership, the duties of that officer should be included here. If a treasurer is elected and is not a member of the Committee, refer to the paragraph directly above for coding suggestions. When the town treasurer serves as the Committee's treasurer, an editorial note could be added to the policy, as was done in the sample above. Regional school districts are required to appoint a treasurer; the duties of that office should be included and M.G.L. 71:16A should be cited.

City or towns charters often address this topic. References to pertinent sections of a charter should be added as legal references.