

ELECTION AND DUTIES OF OFFICERS

Chairman:

1. Election:
The chairman is elected by vote at the organizational meeting and continues in office until a successor is elected at a subsequent organizational meeting or his/her term of office expires.
2. Duties:
The chairman presides at all meetings of the Committee, represents the Committee as the need arises, and assigns all special responsibilities to individual members after discussion with the entire Committee.
3. School Warrants:
The chairman or his/her designee is authorized to sign on behalf of the School Committee the school warrants for payment of school goods and services **as provided for by M.G.L. c. 41 § 56**. In addition, all contracts resulting from an open bid process must be signed by at least one School Committee member.

Secretary:

1. Election:
The secretary is elected by vote at the organizational meeting and continues in office until a successor is elected at a subsequent organizational meeting or his/her term of office expires.
2. Duties:
The secretary is responsible for keeping a written record of the proceedings of the Committee, sending notice of meetings, and performing other duties as required by the Committee. The records of School Committee meetings are open for public inspection.

Vice-Chairman:

1. Election:
The vice-chairman is elected by vote of the organizational meeting and continues in office until a successor is elected at a subsequent organizational meeting or his/her term of office expires.
2. The vice-chairman presides in absence of the chairman.

ADOPTED: October 8, 1974
REVISED: February 14, 1983
REVISED: November 15, 1989
REVISED: April 6, 1998
REVISED: June XX, 2017