

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

POLICY

Chair

**BDB**

The chair of the school committee shall preside at all meetings of the school committee.

The chair shall have the right, as other members of the school committee, to offer resolutions, to discuss questions and to vote thereon. The chair shall sign such documents on behalf of the school committee as may require his/her signature, and he/she shall represent the school committee, as directed by the school committee, in deliberations with other committees, districts or agencies unless another member of the school committee is so designated. The chair shall appoint all temporary sub-committees that are established by the school committee.

In carrying out these responsibilities the chair will:

1. Consult with the superintendent in the planning of the committee's agendas.
2. Confer with the superintendent on crucial matters that may occur between committee meetings.
3. Call special meetings of the committee as found necessary.
4. Be a public spokesperson for the committee at all times except as this responsibility is specifically delegated to others.
5. Be responsible for the orderly conduct of all committee meetings.
6. Will put motions to a vote, stating definitively and clearly the vote and result thereof.

Adopted January 13, 1972

Amended April 24, 2002

Amended January 9, 2013

Vice Chair

**BDB**

The vice-chair shall perform all duties of the chair in the absence or disability of the chair. In the absence of both the chair and vice-chair and when a quorum has been assembled, a chair pro-tem shall be chosen. (Traditionally, the longest serving member is the pro-tem.)

Adopted January 13, 1972

Amended April 24, 2002

**Policy BDB/**

**Treasurer**

**BDB**

The treasurer shall receive and take charge of all money belonging to the district and shall pay any bill of the district that shall have been approved by the school committee.

The committee may appoint an assistant treasurer, who shall, in the absence of the treasurer, perform his/her duties and shall have the powers and be subject to the requirements and penalties applicable to him/her.

The treasurer and assistant treasurer shall be bonded as required by law.

LEGAL REFS.: MGL Ch. 71:16A

Adopted January 13, 1972  
Amended April 24, 2002  
Amended January 9, 2013

**Secretary**

**BDB**

The secretary shall keep a permanent record of all votes, orders and proceedings of the school committee; and will comply with state law and committee policy regarding notifications of meetings; and will render such reports as may be required by the state or the town.

LEGAL REF.: MGL Ch. 71:36

Adopted January 13, 1972  
Amended April 24, 2002  
Amended January 9, 2013

**Attorney**

**BDB**

The school committee may, at its discretion, appoint an attorney to perform desired legal services. The attorney shall serve at the school committee's pleasure.

Adopted January 13, 1972  
Amended April 24, 2002