

I. Mission, Legal Structure, and System of Governance

C. Bylaws

3. Duties of Officers

ARTICLE III. DUTIES OF OFFICERS

SECTION 1. CHAIRPERSON

The Chairperson shall exercise such powers and perform such duties as are fixed by statute and as usually devolve upon the presiding officer of a deliberative body, and unless otherwise restricted by these by-laws or other Committee established regulations, shall appoint all sub-committees and/or liaisons.

The Chairperson has no more authority than has any member of the Committee, and the Chairperson's word is not binding on the Committee unless given such authority by the Committee. The Chairperson will assist in preparation of agenda, maintain order and see that debates and discussion remain relevant and to the issue.

Both the Chairperson and the Clerk, will be the authorized signatories to all legal documents.

With the assistance, as necessary, from the Superintendent, the Chairperson will represent the Committee in all its relationships with the Narragansett Town Government.

The Chairperson will have the right to entertain motions and to vote on all matters.

In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.

The Chairperson may be removed from office at the pleasure of the Narragansett School Committee upon a majority vote of the total Committee membership.

SECTION 2. VICE CHAIRPERSON

The Vice-Chairperson shall serve as Chairperson in the absence of the Chairperson. The Vice-Chairperson shall also assist in the preparation of meeting agendas.

The Vice-Chairperson may be removed from office at the pleasure of the Narragansett School Committee upon a majority of the total Committee memberships.

SECTION 3. CLERK

The Clerk shall serve, along with the Chairperson, as an official signatory of the district and shall certify copies of official district documents as necessary. The Clerk will be the authorized signatory for the payment of all bills that have been approved by the Committee.

I.C.3. Duties of Officers (continued)

A non-union administrative secretary under the direction of the Clerk will keep a complete and accurate record of all meetings, (RIGL 16-2-6). Minutes are the legal record of a School Committee's actions. They are admissible in court and must therefore, be accurate and complete. The Open Meeting Law (RIGL 42-46-7) lists what items must be included and requires that a record of all votes taken be made available to the public within two weeks of the vote at the Narragansett School Department Administrative Office. Unofficial minutes of all meetings must be made available to the public at said office within 35 days of the meeting or at the next regular meeting of the Committee, whichever is earlier. Exceptions to this time line for the release of open meeting minutes may be made by a vote of a majority of the members based on publicly stated reasons. Closed session minutes shall be made available at the next regularly scheduled meeting unless the Narragansett School Committee votes to keep the minutes closed.

Unofficial minutes will be reviewed by the Clerk as to accuracy prior to the approval of the Committee. The Clerk will sign all approved minutes for the Committee prior to their assignment to the permanent record.

The Clerk may be removed from office at the pleasure of the Narragansett School Committee upon a majority vote of the total Committee membership.

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