



TOWN OF STERLING

BOARD OF SELECTMEN POLICY

Policy No: B-5
Adopted: Dec. 10, 2012

RESPONSIBILITIES OF THE OFFICERS OF THE BOARD

The Chairman shall:

- Preside at all meetings of the Board at which he/she is present. In doing so, he/she shall maintain order in the meeting room, recognize speakers, call for votes, and preside over the discussion of agenda items;
- Sign official documents that require the signature of the Chairman, following a vote of the Board;
- Call special meetings of the Board in accordance with the Open Meeting Law;
- Prepare meetings agendas with the Town Administrator;
- Represent the Board at meetings, conferences, and other gatherings unless otherwise determined by the Board or delegated by the Chairman;
- Serve as spokesman of the Board at Town Meetings and present the Board's position unless otherwise determined by the Board or delegated by the Chairman;
- Make liaison assignments, as appropriate, in consultation with Board members, and assign overview responsibilities for projects and tasks to Board members unless otherwise determined by the Board;
- Maintain an open level of communication with the Town Administrator and provide information to the Board as necessary; and
- Ensure that the Board maintains an open level of communication while abiding by all Open Meeting Laws

The Chairman shall have the same rights as other members to offer and second motions and resolutions, to discuss questions, and to vote thereon.

The Vice Chairman shall act in the place of the Chairman during his/her absence at Board meetings. Should the Chairman leave office, the Vice Chairman shall assume the duties of Chairman until the Board elects a new Chairman.

The Clerk shall sign all official documents requiring the signature of the Clerk, with the authorization of the Board, including the meeting minutes.