

School Committee Meetings

Code: BE

The School Committee will transact all business at official meetings of the Committee. These may be either regular or special meetings, defined as follows:

1. **Regular meeting:** the usual official legal action meeting, held regularly.
2. **Special meeting:** an official legal action meeting called between regular meetings to consider specific topics.

The School Committee shall generally hold regular meetings on the first and third Thursdays of each month at 7:30pm, place to be announced in advance. The chair shall have the power to call special meetings at any time it is deemed convenient or necessary and will give the appropriate notification as required by law.

Every meeting of the School Committee, regular or special, will be open to the public unless an executive session is held in accordance with state law.

The Superintendent of Schools, or his or her designee, shall be present at all regular meetings of the School Committee for the purpose of giving his or her opinion and advice when called upon by the chair or upon the request of any member to the presiding officer. No other person shall be permitted to address the committee when it is in session, other than members of the committee, except by recognition of the Chair unless objection by the majority of the committee.

Procedures

Before each regular meeting, the School Committee chair, or designee, and school superintendent, or designee, will prepare an agenda of business to come before the Committee. A draft agenda and accompanying materials will be distributed to the Committee at least three days before the regular meeting. All materials must be provided to the Superintendent's office by the end of business one week prior to a regular meeting in order for the topic to be included on the agenda, unless otherwise directed by the chair. Copies of the agenda and any materials that are considered public information may be obtained through the Superintendent's office at a fair and reasonable cost per page. Citizens wishing to obtain an agenda prior to the scheduled meeting should do so before the close of business on the day of the meeting.

The order of business shall be at the discretion of the chair. New business may be introduced by any member of the Board, but no action, other than discussion, shall be taken on same if not on the agenda.

At regular meetings, action generally will be taken only on items where materials presented at the meeting are made available to the Committee at least three days prior to the meeting. Exceptions are allowed by vote of the Committee.

Votes will generally only be taken on items listed under “New Business,” “Old Business” and “Items by Consensus,” unless the Committee votes to move the item for consideration.

In terms of procedures, motions and votes, School Committee meetings will be governed, in general, by Robert’s Rules of Order.

Warrants and Bills

All bills against the School Department shall be approved in writing by a majority of members. All reasonable and necessary expenses incurred by individual members will be paid on the approval of the majority of the Committee.

Review of School Committee Rules

These rules shall be reviewed at each annual reorganization meeting and acted on at the next regular meeting. The rules shall be kept on file at the Office of the Superintendent in the School Committee files.

First Reading	August 29, 2006
Second Reading	September 21, 2006
Third Reading	October 5, 2006
Adopted	October 5, 2006
Policy Amended	
Legal References	MGL 39:23A, 39:23B, 39:23C
Policy Cross Reference	BEDA
Procedure Reference	

