

RULES AND REGULATIONS FOR CONDUCTING MEETINGS

Quorum

A majority of the members of the School Committee (7) shall constitute a quorum for the transaction of ordinary business.

Rules of Order

The meetings of the School Committee shall be conducted in accordance with the general principles of parliamentary law as stated in *Robert's Rules of Order*, unless otherwise governed by special rules.

Voting Method

All votes of the School Committee will be taken, and the “ayes” and “nays” shall be recorded in the minutes. A roll call vote will be required on all motions regarding expenditures. Any member of the School Committee may request a call of the roll on any motion.

All actions will require a majority vote of the School Committee members present and voting except where a larger majority is required by state law or School Committee policy or in the case of approval of subcommittee membership, in which instance a tie vote will prevail.

For the annual budget, contracts, and School Committee appointments, an affirmative roll call vote of a majority of the whole Committee shall be required. For the election of a Superintendent, a two-thirds vote by roll call of the whole Committee shall be required. For suspending Parliamentary Rules a two-thirds vote by roll call of the present and voting Committee shall be required.

Motions

Any member of the School Committee may bring a motion on any matter before the Committee, even when not seconded by another member, provided the motion to be made is submitted in writing to assure accuracy.

The time for reconsidering any motion may not extend beyond the next regular or adjourned regular meeting; whichever shall occur first, provided it is made by a member voting in the majority. This can be altered only by a 2/3 vote.

The Superintendent is required to carry forward all motions from a previous meeting to the agenda of the next meeting when so voted by the Committee. All time deadlines for study and action which have been specified by the Committee shall be adhered to as stated.

Minutes

The minutes of a School Committee meeting constitute the written record of Committee actions; they are legal evidence of what the section was. Therefore, the secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the Committee.

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.
2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
3. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
4. Notation of formal adjournment.

Copies of minutes will be sent to all Committee members at least 48 hours in advance of the meeting at which the minutes are to be approved.

The approved minutes will become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent who will make them available to interested citizens upon request.

Legal Refs: M.G.L. 39:23B; 66:10

1st reading: Reg SC Mtg 12/21/2011

2nd reading: Reg SC Mtg 12/21/2011