

SCHOOL COMMITTEE STANDING RULES OF PROCEDURE

Part I - Agenda Preparation

1. The Superintendent shall prepare the agenda and all necessary background information. After approval of the agenda by the Chair, each member shall receive a copy of it, with supporting material, four days prior to the meeting.
2. Items for the agenda shall be requested of the Superintendent or the Chair at least one week prior to a regular meeting for earliest possible inclusion in an agenda.
3. Important items shall be listed on the agenda and not taken up under "Any Other Business".
4. If an item, which was requested by a member to be put on the next agenda, cannot be on the agenda, the Chair and/or the Superintendent shall confer with that member.
5. Additions or changes in the agenda may be made by the Chair before the meeting whenever necessary.
6. Plans shall be made to complete school business in three hours, 7:00 p.m. - 10:00 p.m. The meeting will adjourn no later than 10:00 p.m. unless an emergency.
7. Schedule unfinished business for a "special meeting", if necessary.
8. Schedule agenda items requiring lengthy discussion for a "special meeting", when necessary.
9. The Chair shall decide which agenda items are better discussed informally.

Part II - Conduct of Meetings

1. Anyone wishing to speak must first be recognized by the Chair. All remarks must be addressed to the Chair and be directed only to the agenda item, avoiding all references to personalities or motives.
2. The Chair must accept all motions, which are not dilatory or out of order. If an objection to considering a motion is raised by any member of the Committee, a vote will immediately be taken whether to hear the motion. Note: RRO #15 - "If decided in the negative by a 2/3rds vote, the whole matter is dismissed for that session."
3. When an agenda item is presented for formal discussion, a brief round of questions may follow, after which each member in rotation may speak to the issue twice being as concise as possible, avoiding repetitious statements.
4. Any member of the public wishing to make a brief statement of general concern on an agenda item may, prior to the meeting, request permission in writing from the Chair. Any such statement shall be addressed to the Chair. The public will be recognized at the discretion of the Chair.
5. The Chair shall base all procedural decisions on Robert's Rules of Order (RRO) as a guide.
6. To rescind a motion, note RRO #25

"When an assembly wishes to annul some action it has previously taken and it is too late to reconsider the vote (A motion can be reconsidered only during the session it was voted on - RRO #27), the proper course of action to pursue is to rescind the objectionable resolution, order, or other proceeding. This motion has no privilege but stands on a footing with a new resolution. Any action of the body can be rescinded regardless of the time that has elapsed."

(Motion: I move to rescind the vote to . . .")

Passage of a motion to rescind requires

- a. a majority vote, if all members have received prior notice that the motion will be on the agenda;
- b. a 2/3 vote of the whole committee, if no prior notice was given to the members; or
- c. by a vote of a majority of the entire membership. (This is consistent with Town Counsel's opinion dated February 13, 1981.)

ADOPTED: MAY 17, 1982

AMENDED: AUGUST 12, 1992

AMENDED: APRIL 28, 1993

Reviewed by SCPRSCP: JANUARY, 1996

AMENDED: JANUARY 10, 1996

Reviewed by SCPRSCP: DECEMBER 5, 2000

Reviewed by SCPRSCP: APRIL 2, 2002

AMENDED: APRIL 24, 2002

Reviewed by SCPRSCP: February 13, 2007

AMENDED: MARCH 14, 2007

Reviewed by SCPRSCP: April 5, 2010

AMENDED: APRIL 14, 2010

Reviewed by SCPRSCP: January 14, 2014

AMENDED: JANUARY 29, 2014

REF: Vixman, Rachel. Robert's Rules of Order With a Guide and Commentary, New York: Jove Publications, 1979.