

POLICY FAMILY	MEMBERSHIP AND ORGANIZATION (BYLAWS)	111-113
<p style="text-align: center;"><u>111.</u></p> <p style="text-align: center;">Membership</p> <p style="text-align: center;">Adopted 2/7/79</p>	<p>1. The Shrewsbury School Committee shall be composed of five members.</p> <p>2. To be eligible to serve on the School Committee, a person must be a registered voter and a resident of the Town of Shrewsbury. A person may not serve on the School Committee and at the same time be a paid employee of the School Committee.</p> <p>3. The term of office is three years. A School Committee member begins his term of office on the day after his or her election and after taking the oath of office for public officials.</p> <p>4. An existing School Committee member terminates his or her duties upon the qualification of a newly elected member to the School Committee or by resignation.¹</p> <hr style="width: 20%; margin-left: 0;"/> <p style="margin-left: 0;">1GL, Ch.41, S.109.</p>	
<p style="text-align: center;"><u>112.</u></p> <p style="text-align: center;">Meeting for Organization</p> <p style="text-align: center;">Adopted 2/7/79 Amended 1/17/01</p>	<p>1. The School Committee shall organize and elect a chairperson and officers annually, at the first meeting following town election. This meeting shall be held on the next regularly scheduled meeting following the annual election of town officers, unless otherwise voted by the School Committee. The officers to be elected at this meeting are: Chairperson, Vice-Chairperson, and Secretary.</p> <p>2. The members shall be called together at the organization meeting by the Superintendent of Schools. The Superintendent shall accept nominations for Chairperson of the Committee and turn the meeting over to the Chairperson after that election has been held.</p>	
<p style="text-align: center;"><u>113.</u></p> <p style="text-align: center;">Duties of Chairperson, Vice Chairperson and Secretary</p>	<p>1. The Chairperson shall preside at all meetings of the School Committee. In the absence of the Chairperson, the Committee shall be called to order and presided over by the Vice-Chairperson.</p> <p>2. The following, in general, are the duties of the Chairperson:</p> <ul style="list-style-type: none"> a. To call the meeting to order at the appropriate time. b. To preside at all meetings. "Presiding" includes: announcing the order of business; stating and putting to a vote all questions regularly moved; allowing for adequate discussion and debate on all matters which properly come before the committee; enforcing the observance of order and procedure; announcing the result of any vote taken; and, subject to appeal, deciding all question of order and procedure. c. To represent and stand for the School Committee, declaring its will and obeying its decisions.¹ <p>3. The duties of the Secretary are:</p> <ul style="list-style-type: none"> a. The Secretary shall review the minutes of regular and special meetings of the Committee. b. The Secretary shall sign diplomas of graduating high school seniors. <hr style="width: 20%; margin-left: 0;"/> <p style="margin-left: 0;">1. Adapted from Robert's Rules of Order Newly Revised. Pages 376 and 377.</p>	

POLICY FAMILY	MEMBERSHIP AND ORGANIZATION (BYLAWS)	114-115
<p style="text-align: center;"><u>114.</u></p> <p style="text-align: center;">Duties of Clerk</p> <p style="text-align: center;">Adopted 2/7/79</p>	<ol style="list-style-type: none"> 1. The Superintendent's secretary will serve as clerk for School Committee meetings. 1. Clerk 2. The clerk will prepare a correct record of the minutes of regular and special meetings of the Committee. 3. At the direction of the Committee, the clerk shall conduct correspondence for and in the name of the Committee. 4. The clerk will safeguard the old and current minutes of the Committee. 5. The clerk will fulfill any other functions or carry out any other directives as voted on and ordered by the School Committee. 	
<p style="text-align: center;"><u>115.</u></p> <p style="text-align: center;">Sub-Committees and Other Appointed Working Groups</p> <p style="text-align: center;">Adopted 2/7/79 Amended 1/17/01 Amended 10/3/01 Amended 2/11/04</p>	<ol style="list-style-type: none"> 1. The Chairperson or School Committee may form subcommittees of the school committee at any time during the year. Such subcommittees will consist of at least one School Committee member but less than a quorum of the full School Committee. In the event that a subcommittee includes administration and staff members, the School Committee will consult with the Superintendent. 2. The authority of the subcommittee, and the responsibility of its members, will be determined when the subcommittee is established. The authority and responsibility of a subcommittee may be revised by a vote of the School Committee. Subcommittees cannot be delegated authority to act in matters that require a vote of the School Committee. 3. The School Committee may appoint citizens and/or staff (in consultation with the Superintendent) to non-binding advisory committees to study school related concerns. An advisory committee should be given its charge in writing. The School Committee may support an advisory committee by authorizing the use of school personnel, permitting the use of paid consultants and underwriting other expenses. The Chairperson of the School Committee may appoint a School Committee liaison to such advisory committees. Provisions shall be made for the group to make interim and final reports to the School Committee. 4. Single members of the School Committee or the Superintendent may be appointed by a vote of the School Committee to represent the body at other external committees or groups (e.g. Building Committee, MASC, etc.). To the extent appointees hold a vote on such a committee, they will consult with the School Committee on significant issues and vote in a manner that represents the prevailing view and goals of the School Committee. If the appointee is to take action which binds the School Committee, authority for such action must be voted by the School Committee. The appointee will agree that its authority and appointed position are conditional and may be revoked by a vote of the School Committee. 	