

POLICY FAMILY	SCHOOL COMMITTEE MEETINGS (BYLAWS)	126-128
<p style="text-align: center;"><u>126.</u></p> <p style="text-align: center;">Voting</p> <p>Adopted 2/7/79</p>	<ol style="list-style-type: none"> 1. The quorum for the transaction of business shall be three, a majority of the Committee, but a number less than the majority may adjourn a meeting. 2. All voting must be by voice or roll call votes and no secret ballot shall be used. Votes relayed by telephone or written votes from absent members are not valid. 3. The chairman shall normally call for a voice vote. If the chairman or any member questions the voice vote, the chairman shall call for a show of hands. Votes by show of hands shall be counted as affirmative, negative, or abstaining and shall be so recorded. Any member may have his vote on any motion recorded by name. 4. The chairman will announce the result of any vote taken. No action shall carry unless it receives the vote of a majority of the members present. 5. Policies numbered 111 through 119 and 121 through 129 are the bylaws of the School Committee. The bylaws may be amended by a majority vote of the full committee at a regular meeting provided the proposed amendment has been introduced in writing at a previous regular meeting and the notice of the proposed change is included in the call of the meeting at which action is to be taken. 	
<p style="text-align: center;"><u>127.</u></p> <p style="text-align: center;">Content and Availability Of Minutes</p> <p>Adopted 2/7/79 Amended 2/11/04</p>	<ol style="list-style-type: none"> 1. <u>Contents.</u> The minutes of meetings of the Shrewsbury School Committee shall include the following items of information: <ol style="list-style-type: none"> a. A record of the date, time and place of each meeting. b. A record of those in attendance at each meeting. c. A description of actions taken by the committee at each meeting, including a record of the vote. d. A brief description of topics discussed at each meeting, even when no action is taken. Except for minutes of executive sessions, the minutes shall become a public record and be available to the public upon being approved. The minutes will be made available to the town manager, selectmen, town clerk's office, public library, SEA president(s), and principals. The minutes will also be posted on the district website. 	
<p style="text-align: center;"><u>128.</u></p> <p style="text-align: center;">Adjournment</p> <p>Adopted 2/7/79</p>	<ol style="list-style-type: none"> 1. The School Committee seeks to adjourn each meeting no later than 11:00 p.m. 2. Business which is "unfinished" at that time may be placed on the agenda of the next regular or special meeting of the School Committee. 3. This statement of desired adjournment time in no way affects the validity of formal action taken after 11:00 p.m. should the School Committee be unaware of or choose to ignore the passage of time. 	