

POLICY FAMILY	SCHOOL COMMITTEE MEETINGS (BYLAWS)	121-122
<p style="text-align: center;"><u>121.</u></p> <p style="text-align: center;">Regular and Special Meetings</p> <p>Amended 12/6/95 Adopted 2/7/79 Amended 10/3/01</p>	<ol style="list-style-type: none"> 1. The regular meetings of the School Committee shall be held generally on the first and third Wednesday of the month. The Committee may, at its discretion, omit or change the date of any meeting if so approved by a majority of the membership. 2. Except in an emergency, a notice of every meeting of the School Committee shall be filed with the town clerk and posted on the principal official bulletin board of the town at least forty-eight hours (including Saturday, but not Sundays and legal holidays) prior to such meeting. 3. All meetings shall take place in a handicapped accessible public building. A reasonable effort will be made to establish a single location for the year. 4. Three members of the Committee shall constitute a quorum. 	
<p style="text-align: center;"><u>122.</u></p> <p style="text-align: center;">Agenda Preparation and Distribution</p> <p>Paragraphs 2-6 approved 10/8/69</p> <p>Adopted in this form 2/7/79</p> <p>Amended 1/22/86</p> <p>Amended 9/28/94 Amended 12/6/95 Amended 9/18/96</p>	<ol style="list-style-type: none"> 1. Committee members may ask for items to be included on the agenda through the Superintendent. The agenda shall be prepared by the Superintendent in conjunction with the chairman of the School Committee. 2. The agenda for regular meetings will be mailed to Committee members at least five days in advance of the meeting whenever possible. 3. The agenda will be prepared in such detail and with such back-up materials that the Committee can reasonably be expected to make necessary decisions without delay. 4. Additional agenda items (those items presented to the Committee at a meeting) will be limited in number, and must be for emergency, routine, or informational purposes. 5. Each agenda will provide the opportunity for Committee members to place items on the agenda for the following meeting. 6. The Committee may at anytime introduce questions and/or discuss problems. 7. The agenda for special meetings is restricted to only such business that appears in the call of the meeting, unless words such as the following are included in the call: ". . . and such other business as may properly come before it . . ." 8. Any member of the public or staff may request through the Superintendent in conjunction with the Chairman of the School Committee a time scheduled appointment to present a topic to the School Committee. Requests for time scheduled appointments will be scheduled, at the discretion of the chairperson, for a future meeting. 9. The agenda items for School Committee meetings may include, but not be limited to: Public Participation with availability of responses, Student Advisory Committee, Chairperson's Report, Superintendent's Report, Time Scheduled Appointments, Budget discussion, Curriculum discussion, Policy Discussion, Approval of Minutes of previous meeting, Old Business, New Business, Executive Session (if necessary), Adjournment. 	