

## **SCHOOL COMMITTEE MEETINGS AND NOTIFICATION**

The School Committee will transact all business at official meetings of the Committee. These may be either regular or special meetings, defined as follows:

1. **Regular meeting**: the usual official legal action meeting, held regularly
2. **Special meeting**: an official legal action meeting called between scheduled regular meetings to consider specific topics.

Every meeting of the School Committee, regular or special, will be open to the public unless an executive session is held in accordance with state law.

### **Notification:**

As required by law, a minimum of 48 hours advance notice will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action." As a regional school district, official notification will be posted electronically on the School District website, as required by law. A copy of the notice shall be filed and kept by the secretary of the school committee.

### **Rules of Order:**

Robert's Rules of Order, Newly Revised will govern the proceedings of the Committee, except when those rules are in conflict with the Committee's approved policies and regulations.

In accordance with Robert's Rules, the Committee may suspend parliamentary rules of order by a two-thirds vote.

LEGAL REFS.: M.G.L. 39:23A; 39:23B; 39:23C  
940 C.M.R. 29.03 (4) (b)

CROSS REFS.: BEC, Executive Sessions

APPROVED: 6/23/16