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## SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public pursuant to the Open Meeting Law G.L. Chapter 39, Section 23B. Executive sessions will be held only as prescribed by that statute.

The School Committee shall transact all official business at an open meeting of the Committee with such exceptions as noted in Items 3 and 4 below.

The following types of meetings are held:

1. Regular Meetings: The usual official open meeting of the Committee. Regular meetings shall be held from September through July. Meeting dates will be announced in advance.
2. Special Meetings: An official open meeting occasionally calling a hearing or other special purpose. No action shall be taken at such a meeting except that related to the call of the meeting.
3. Executive Session: An official but private meeting of the School Committee conducted for the purpose of discussing matters pertaining to collective bargaining and decisions affecting individuals, ensuring all provisions of the executive session laws are met. Such sessions shall be held only following an open meeting with the exception that the School Committee may, if necessary, recess during an open meeting to hold an executive session. See FILE; BDC-S
4. Workshop: A meeting called to provide information to School Committee members. No deliberations leading toward a decision will take place.

### Audience Participation

The School Committee encourages citizens to attend its meetings so that they may become better acquainted with the operations and the programs of the public schools.

In addition, the Committee wishes to expand the opportunity to hear the thoughts and ideas of the public regarding the operations and the programs of the public school system.

In order to provide maximum opportunity to all citizens who wish to be heard before the Committee and to ensure the ability of the Committee to conduct its business in an orderly manner, the following policy and procedures are hereby adopted:

1. At the commencement of each regularly scheduled School Committee meeting, any individual or group representative will be invited to address the Committee. The length of the public participation segment shall be no longer than fifteen (15) minutes unless otherwise determined by the Chairperson. Prior to the beginning of the meeting, speakers should give their names and the issues they wish to discuss to the School

Committee Chairperson who will recognize them in the same order as submitted. Chairperson may then recognize other members of the audience.

2. Speakers will be allowed up to three (3) minutes to present their material, additional time being extended at the discretion of the presiding Chairperson.
3. Topics for discussion may include those items listed on the School Committee Meeting Agenda for that evening, or any school related matters with the proviso that the School Committee will ensure that proper channels of communication by the public through the teaching staff and administration will be observed.
4. All remarks will be addressed through the Chairperson of the meeting.
5. Speakers may offer objective criticism of the schools' operation and/or programs, but in public session, the Committee will not entertain personal complaints regarding school personnel or other members of the school community. Complaints involving staff members must follow administrative channels.
6. Written comments may be presented to the School Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.
7. All matters will be taken under advisement by the School Committee. Committee members will not engage in debate with speakers over issues presented. However, Committee members may choose to comment on issues raised. Administrative staff may be called upon to correct any factual errors in statements made.
8. In addition to the period available at the beginning of each School Committee meeting, the public will be invited to comment on specific issues being discussed by the School Committee at any evening meeting during the Committee's discussion of that issue. The length of public participation or of any individual speaker's comments shall be determined by the Chairperson of the School Committee.

Legal Reference: MGL Chapter 29, Sections 23 A, B & C

*Adopted at School Committee Meeting of September 28, 1981*  
*Section on Audience Participation Adopted at School Committee Meeting of June 14, 1982*  
*Revised at School Committee Meeting of January 21, 1985*  
*Revised at School Committee Meeting of January 22, 1990*  
*Revised at School Committee Meeting of November 21, 2002*