

## CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal will, by law, serve as co-chairperson of the council. The second co-chairperson will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members.

The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The council and principal will make their own determinations about the time and frequency of meetings, other than that meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

School councils will use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order will prevail if there are questions of procedure.

All meetings of the school council will conform to the Open Meeting Law, Section 23 A, B, and C:

- a. All meetings are open to the public;
- b. Meetings are posted at least 48 hours in advance; and
- c. Minutes of the meeting will be maintained as required.

The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent will receive agendas and minutes of all school council meetings. The Superintendent will provide copies of these materials to members of the School Committee for information, upon request.

REVISED: October 7, 2014

SOURCE: MASC

CROSS REF: BDFA, School Councils