

File: BDFA-E-2

CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year after election of new council members. The co-chairs will be responsible for preparation of the agenda for each council meeting.

The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours.

Consensus shall be used by school councils 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* shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, M.G.L. 30A:18-25, which stipulates that all meetings be open to the public, that meetings be posted with the Town Clerk at least 48 hours in advance, and that minutes of the meeting shall be maintained as public documents. Because the scope of authority of the school council does not require executive sessions, they will not be conducted.

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

Legal Refs.: M.G.L. 71:59C, School Councils; Members; Meetings; Duties
 M.G.L. 30A:18-25, Open Meeting Law
 930 CMR 29, State Ethics Commission
 940 CMR 29, Open Meeting Regulations

Revised: May 11, 2011