

Conduct of Meetings

School Committee meetings are conducted in accordance with the rules of parliamentary procedure as set forth in Robert's Rules of Order, as periodically revised, and the School Committee's own policies. In the event of a conflict, the School Committee's internal policies and procedures control. The School Committee, by unanimous consent, may suspend the rules in appropriate circumstances.

At all meetings of the School Committee, the presiding officer will:

1. Call the meeting to order at the appointed time;
2. Insure that agenda items are taken up in an orderly manner;
3. Recognize persons who desire to speak, and insure that the speaker who has the floor may speak, free from disturbance or interference;
4. Respond directly to public inquiries, referring to a member of the School Committee or Administration for clarification or response when appropriate;
5. Explain what the effect of a motion would be if this is not clear to members;
6. Restrict discussion to the question when a motion is before the School Committee;
7. Answer all parliamentary inquiries; and
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.