

File: B11

## SCHOOL COMMITTEE MEETINGS

The Chicopee School Committee will transact all business at official meetings of the Committee; these may be either regular or special meetings. By the end of each school year, a schedule outlining meeting dates for the next school year will be presented to the Committee for approval. To the extent possible, regular School Committee meetings shall be held on the 1st and 3rd Wednesday of each month. Special meetings following a prepared agenda shall be called by the chairperson within five (5) days after the written request of four members. 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.

Unless otherwise ordered by the Committee, all meetings shall be held in the evening and shall begin at 7:00 P.M. and shall not extend past 10:30 P.M. except by 2/3 vote of members present. If all agenda items are not covered, the chairperson shall call a regular adjourned meeting.

### **Public Participation at School Committee Meetings**

All regular and special meetings of the Committee shall be open to the public. Because the Committee desires to hear the viewpoints of citizens throughout the district, it shall offer suitable time at all regular meetings for citizens to be heard.

Recognizing its responsibility for proper governance of the schools and therefore the need to conduct its business in an orderly and efficient manner, the Committee shall schedule a period during each regular meeting for public participation. At times, it shall set a time limit of 30 minutes for the length of this period and/or a time limit of 5 minutes for individual speakers. The speakers will be chosen on a first come, first served basis and shall direct their input to school-related subject matter. Character assassinations and/or derogatory personal attacks will not be tolerated. Questions asked by the public may be referred to the Committee or administrative staff for consideration and later response, but will not be responded to during the meeting unless already posted on the agenda.

The Committee chairperson shall be responsible for recognizing all speakers who shall properly identify themselves; for maintaining proper order; and for adherence to any time limits set. A statement of this policy with regard to the conduct of participants will appear on each agenda and sign-up sheet for public participation.

Members of the public will not be recognized by the chairperson as the Committee conducts its official business except when the Committee schedules in advance an interim public discussion period on a particular agenda item and unless there is a suspension of rules.

1st reading: Reg SC Mtg 6/19/2013

2nd reading: Reg SC Mtg 7/10/2013