Code: BED
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Hermon School Committee Rules

Section 1

The regular meeting of the Hermon School Committee shall be held in Room 161 of Hermon High School's library media center at 6:30 p.m. on every other Monday, unless otherwise voted by the Committee at a previous meeting or unless notified by the chair to the contrary.

Section 2

Special meetings may be called by the chairperson, and in case of his/her absence, disability or refusal, may be called by three members of the School Committee. Notice of such meeting shall be given at least twenty-four hours before the time for holding said special meeting. The call for said special meeting shall set forth the matters to be acted upon at said meeting, and nothing else shall be considered at such special meeting.

Section 3

Quorum. It is necessary to have at least three members of the School Committee in attendance to constitute a quorum.

Section 4

The yeas and nays shall be taken upon all action items on the agenda.

Section 5

The agenda shall be prepared by the superintendent of schools and shall contain items submitted by the superintendent and members of the School Committee. Any items which have been voted upon by the School Committee shall not be placed on the agenda, in the same form or containing substantially the same content and/or request, as determined by the chair for reconsideration, if that item has been once reconsidered, for a period of ninety days after any such vote to reconsider, except by unanimous vote. All items shall be submitted by noon on the Thursday preceding the School Committee meeting. The agenda shall be mailed or delivered so that all School Committee members may receive it by Saturday. Items will only be discussed in the sequence as they appear on the agenda, unless by unanimous consent. Items may, by majority vote, be tabled until after all items are completed. Items may be added to the agenda at any regular meeting with the unanimous vote of School Committee members present. The agenda will provide for "Public Comments." The duration of these comments, both individually and collectively, will be determined by the chairperson. The superintendent may request "agenda adjustments" at the start of the meeting. The adjustments will only be made with the unanimous approval of the School Committee.

Section 6

The chairperson shall take the chair at the time appointed for the meeting and call the members to order.

Section 7

The chairperson shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions of order subject to an appeal to the School Committee by motion regularly seconded, and no other business shall be in order until the question on appeal is decided.

Section 8

The chairperson shall declare all voted but if any member doubts a vote, the chairperson shall cause a recount of the members voting in the affirmative and in the negative without debate.

Section 9

Amendments to a main question shall be voted on prior to taking final action on the main question.

Section 10

When a member is about to speak, he/she shall respectfully address the chairperson, confine him/herself to the question under debate, and avoid personalities.

Section 11

No member shall be interrupted by another but by a call to order or to correct a mistake.

Section 12

When any member shall be guilty of a breach of any of the rules or orders of the School Committee, he/she may, by vote of the School Committee, be requested to make satisfaction thereof and shall not be allowed to vote or to speak, except by way of excuse, until he/she has done so.

Section 13

Every member present when a question is put shall give his/her vote unless the School Committee, because of conflict of interest, shall excuse him/her, therefore being permitted to abstain. Application to be so excused must be made before the School Committee is divided or before calling of the yeas and nays, and decided without debate.

Section 14

Every motion shall be reduced to writing if the chairperson shall so direct.

Section 15

A motion for referral to a committee or administrative official, until it is decided, shall preclude all amendments of the main question.

Section 16

All questions relating to the priority of business to be acted upon shall be decided without debate.

Section 17

The rules shall not be dispensed with or suspended unless three of the members of the School Committee vote thereto. No rule shall be amended or repealed without notice, in writing, being given at the preceding meeting.

Section 18

Any person wishing to address the School Committee will be given an opportunity to do so in accordance with the following procedure:

1. Persons wishing to address the School Committee on an item which appears on the agenda shall wait until the chairperson announces the consideration of such item, at which time they may address the School Committee on that particular item.

2. Persons wishing to address the School Committee on an item not appearing on the agenda shall do so only under the New Business item.

3. Any person wishing to address the School Committee shall signify his/her desire by raising his/her hand and waiting to be recognized by the chairperson. The chairperson may request that the person identify him/herself.

4. Persons present at School Committee meetings are requested not to applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting.

Section 19

The chairperson shall appoint all committees unless it shall be voted that a specific committee be elected by the full School Committee. The chairperson shall be a member ex-officio of all such committees. All such committees shall have only advisory authority. No individual member and no group comprised of less than the full membership shall be designated as a permanent committee to perform any of the School Committee's functions.

Section 20

It is the policy of the School Committee to announce in advance whenever practicable through the newspapers and such other means as may appear appropriate the date, time and place of all regular and special meetings. It shall be the duty of the superintendent to supervise the execution of this policy.