

**FOSTER-GLOCESTER REGIONAL SCHOOL DISTRICT  
GLOCESTER, RI**

**CONDUCT OF SCHOOL COMMITTEE MEETINGS**

**PURPOSE:**

The purpose of this policy shall be to establish guidelines and procedures for the conduct of regular meetings of the School Committee as well as that for work sessions and executive session meetings.

**PHILOSOPHY:**

The Foster-Glocester Regional School Committee is fully supportive of conducting open meetings and, to the extent possible, inviting the public to participate and comment on areas of the agenda of interest to them. It is also the legal responsibility and intent of the Regional School Committee to protect the reputation, the character and the legal rights of our personnel and students as well as any individual appearing before us. For these reasons, school committee meetings are properly deemed “public meetings” to provide a platform for the introduction of a private agenda.

**POLICY STATEMENT:**

1. The Committee shall conduct all school business in open public session except as otherwise provided by the Open Meetings Act and shall provide proper notice of meeting time, place and agenda as required by law.
2. If during an open meeting, a member of the public asks to be heard and their comments or statements become negative or critical about a specific individual, even if that individual remains unnamed but can be readily discerned, the speaker will be ruled out of order and invited to bring their complaints in accordance with the first four provisions of this policy. Refusal to accept this ruling from the Chair will result in removal from the meeting.

**CONDUCT OF REGULAR MEETINGS:**

1. The conduct of business shall be in accord with Roberts Rules of Order and shall follow accepted procedure in accord therewith.
2. A time shall be provided during the meeting of all regular scheduled meetings of the Committee to allow for citizen comment(s) or questions(s). The specific placement of such an item on each agenda shall be at the discretion of the School Committee Chairman, but shall generally be scheduled to follow the Superintendent’s Report or New Business.

It shall be the intentions of the Committee that such provision shall be for the purpose of creating and maintaining open lines of communication with its public and that in

## CONDUCT OF REGULAR MEETINGS (Continued)

- general, petty gripes, complaints and minor problems regarding parent/student involvement be resolved thru the administrative process.
3. The Chair shall be empowered to set appropriate limits on the amount of time allowed for public comment on a specific topic and/or by individuals with the issue and number of likely speakers to the issue as a general guide.
  4. No new item of business shall be introduced after 10:30 p.m. and regular meetings shall conclude no later than 11:00 o'clock p.m. unless otherwise approved by a majority vote of the Committee members present and voting.

## CONDUCT OF WORK SESSION MEETINGS:

1. Work session meetings shall be informal in nature and when necessary, subject to the governance of Roberts Rules of Order.
2. School Committee work sessions are scheduled for the purpose of affording the Committee members an opportunity to discuss with administrators and/or special consultants, and amongst themselves, matters/issues which will ultimately require formal Committee action.
3. The work session meeting style provides an opportunity to do so on an informal basis with the added benefit of freedom from time constraints and the assurance of a follow-up time and opportunity for constituent input between the work session date and the taking of formal action at a subsequent meeting.
4. Full work session discussion is intended to flush out all pertinent factors germane to the issue of discussion, as well as specific concerns of School Committee members and at the same time, provide the public with full and general information.
5. In recognition of the purpose, intent and follow-up activity opportunity afforded by this type of meeting, citizen comment is generally prohibited during work sessions. However, opportunity will be provided at the end of the session for comment.
6. No new item of business shall be introduced after 10:30 p.m. and work session meetings shall conclude no later than 11:00 o'clock p.m. unless otherwise approved by a majority vote of the Committee members present and voting.
7. The right of interested parties to express opinions to School Committee members or the Superintendent is available at any time following work session adjournment and the formal consideration of the subject as a regular agenda item.

## CONDUCT OF WORK SESSION MEETINGS (Continued)

Opportunity for citizen comment(s) will generally be afforded prior to formal action of the School Committee at the meeting when action on the issue is scheduled.

### EXECUTIVE SESSIONS:

1. The use of executive session meetings by the School Committee shall be restricted to matters of confidentiality and only as permitted by State law.
2. All matters of discussion during executive session meetings of the Committee are to remain confidential and not discussed outside said session except as specifically authorized by the Committee itself.
3. Participants to executive sessions shall be inclusive of School Committee members, the Superintendent of Schools, Legal Counsel for the Committee and others as deemed necessary by the Superintendent or as requested by the Committee or its Legal Counsel.

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