

# MAYNARD PUBLIC SCHOOLS



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**School Committee Policy:**

**#102**

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## School Committee By-laws

### Article I

- Section 1.** The Maynard School Committee shall consist of five duly elected or appointed officials representing the Citizens of the Town of Maynard in the operation of the Maynard Public Schools.
- Section 2.** There shall be established the position of Student School Committee Member. Said position shall not have voting powers and is to be established within the Guidelines set forth by the School Committee.
- Section 3.** The School Committee shall, at its first regular meeting in July, elect by ballot from its own membership a chairperson and an assistant chairperson who shall hold their respective offices for one year or until their successors are duly elected. In the event an officer (the chair or assistant chair) resigns, an election will be held to replace the officer.
- Section 4.** The Chairperson shall preside at all meetings of the School Committee, appoint all special committees unless these shall be elected by the School Committee, perform such other duties as may be delegated to him/her by the Committee.
- Section 5.** The Assistant Chairperson shall have the powers and duties of the Chairperson in his/her absence or during his/her disability, and such other powers and duties as the Committee may from time to time determine.
- Section 6.** In the event of the absence of both the Chairperson and the Assistant Chairperson, a pro tem appointment shall be made from the voting membership of the School Committee by a majority vote effective only until such time during said meeting that the permanent Chairperson or Assistant Chairperson shall arrive.
- Section 7.** Quorum: The majority of all voting, members of the School Committee shall be necessary to constitute a quorum for the transaction of business. This majority will include three voting members.
- Section 8.** Filling vacancies will be carried out in accordance with General Law, Chapter 41, Section 11 and the Town Charter.

## Article II

**Section 1.** “Robert's Rules of Order” shall govern the proceedings of the School Committee except as herein otherwise provided.

**Section 2.** Committees: The School Committee shall act as a whole on all matters coming before it except that special committees, for the consideration or investigation of certain problems, may be appointed by the Chairperson at the request of the School Committee or may be elected by the School Committee. Such special committees shall submit their reports at such regular meetings of the School Committee as may be determined, and when such reports have been submitted and accepted by the School Committee, said special committees shall be discharged.

**Section 3.** Transaction of Business: The School Committee shall transact all business at legal meetings of the School Committee. The School Committee shall act as a committee of the whole, and individual members shall make no commitments for the School Committee except when executing an assignment delegated by the School Committee.

**Section 4.** The name of the individual committee members who make and second each motion need not be recorded in the minutes and the term "voted" shall mean a motion duly made, seconded and voted upon.

## Article III

**Section 1.** Regular Meeting: The School Committee shall hold regular meetings twice each month on Thursdays except during November and June which will have at least one meeting. One Regular meeting will be scheduled during July and August. Regular meetings may be moved to another night of the week at the discretion of the School Committee provided that a notice stating the time and place of the meeting has been posted forty-eight (48) hours before the time stated for the meeting to convene.

**Section 2.** Special Meeting: Special meetings may be called by the Chairperson of the School Committee or by the Secretary upon the written request of a majority of the members of the School Committee. This meeting will be posted and comply with all provisions of the Open Meeting Law (M.G.L. Chapter 30A).

**Section 3.** Place of Meeting: All meetings of the School Committee for the official transaction of business shall be open to the public except that the School Committee may, by majority vote, meet in executive session to discuss confidential matters. Meetings are held in the Fowler School at 7:00 p.m. unless otherwise specified.

**Section 4.** All meetings will be posted and held in accordance with the Open Meeting Law (M.G.L. Chapter 39).

## Article IV

**Section 1. General Duties:** The School Committee, representing the citizens of Maynard in carrying out the mandates of the General Laws of the Commonwealth, shall be the legislative body which determines all questions of general policy to be employed in the conduct of the schools.

**Section 2. Specific Duties:** The following list of duties is included as an informational example of the Committee's duties and is not meant to exclude any of the powers and duties given to local School Committees by law.

1. Create, abolish modify and maintain such educational goals and policies as may be necessary for the efficient administration of the educational system;
2. Select a Superintendent of Schools;
3. Consider and adopt an annual budget;
4. Enter into collective bargaining agreements and other contracts in accordance with the law;
5. Assume responsibility for notifying the Town of the need for modified or additional school housing as it arises and offer advice concerning the acquisition of school sites and the approval of school building plans;
6. Consider any specific recommendations of the Superintendent of Schools;
7. Keep the citizenry intelligently informed of the purpose, values, conditions, and needs of public education in Maynard;
8. Take any other action required by law.
9. The Agenda item "Members Reports" will be an opportunity for School Committee members to provide subcommittee reports, positive school observations, community related events, request updates on old business, or propose future agenda topics. Any specific concerns that a School Committee member has should be addressed directly to the Superintendent of Schools for investigation and resolution. This communication should take place via email, phone conversation, or in a personal conversation at the Superintendent of Schools office.

## Article V - Duties of the Clerk

**Section 1.** The superintendent's secretary or designee will serve as clerk for School Committee meetings.

**Section 2.** The clerk will:

1. Prepare a correct record of the minutes of regular and special meetings of the Committee.
  2. Conduct correspondence for and in the name of the Committee at its' direction-,
  3. Safeguard all minutes of the Committee;
  4. Notify the Town Clerk of all meetings of the Committee in accordance with the Open Meeting Law;
  5. Fulfill any other functions as voted by the Committee.

## **Article VI - Citizen Participation at School Committee Meetings**

**Section 1.** The School Committee conducts their business in the areas of policy, budget, and the hiring/evaluation of the Superintendent at a School Committee meeting. Citizens may participate during the agenda item titled "Citizens' Comment". Citizens' Comments may address to the Chairperson either specific agenda items listed for that meeting or other legitimate school-related concerns at the time or times set forth in the Committee's agenda. The Chairperson will either delegate the issue to administration for investigation and a future report or will consider adding the concern to a future School Committee meeting. As a committee of the whole, the School Committee will not deliberate on Citizens Comments presented before officially being placed on a future agenda.

**Section 2.** The School Committee meeting agenda will generally provide two agenda items listed as "Citizens' Comments". Participants in Citizens Comments will be limited to 3 minute presentations and Citizens Comments in total will be limited to 10 minutes, unless the School Committee otherwise votes to extend the time. Citizens may comment on the agenda items listed at the discretion of the chairman of the meeting.

**Section 3.** Any citizen may request, in writing, that an item be placed on the agenda for a meeting. Such request must be received by the Superintendent at least ten days prior to the date of the next meeting and include a description of the item and copies of any supporting materials to be distributed to the school committee prior to the meeting. At the discretion of the Superintendent and the School Committee Chair, the agenda item will be placed on the agenda of one of the next two consecutive meetings. The Superintendent and the School Committee Chair will work collaboratively on setting the agenda.

### **Section 4. Citizen Conduct**

- a. All citizen comments will be addressed through the chairman of the meeting, who may limit a speaker's time for comment.
- b. Speakers may offer such objective criticisms of school operations and programs as concern them, but in public session, the committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
- c. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the chairman may terminate that individual's privilege of address.

## **Article VII - Amendments**

**Section 1.** These By-laws may be amended by a vote of the majority of the Committee provided that the change has also been discussed and voted by a majority of the members present at the prior meeting.

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