

SCHOOL COMMITTEE ORGANIZATIONAL MEETING

Section B: School Committee Governance and Operations	File: BCA
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For the purpose of organizing, the School Committee, shall meet on the first Monday in January of each year. The Chairperson, or in his/her absence, the most senior member present in point of service on the Committee, shall call the meeting to order.

- The Committee, by viva-voce vote, shall elect one member to serve as Vice- Chairperson.
- The Committee, by viva-voce vote, shall adopt the rules and regulations for its proceedings.
- The Committee, by viva-voce vote, shall designate one member to sign payrolls and vouchers. In the absence of the member so designated, payrolls and vouchers will be signed by the designated alternate chosen by the Committee.

The Vice-Chairperson shall preside at all meetings, if so requested by the Chairperson.

Guides to Conduct, Operation and Practices

1. The Newburyport School Committee guides its conduct, operations and practices by three documents:
 - a. The Code of Ethics of the Massachusetts Association of School Committees
 - b. The Newburyport School Committee Norms of Interaction
 - c. The Newburyport School Committee Principles of Operation
2. In order to ensure consistent understanding and application of these documents and the practices included therein these documents will be read aloud and points of clarification discussed during the School Committee Organizational meeting each year.
3. It is the responsibility of all School Committee members to both follow and enforce the letter and spirit of the Code of Ethics, the Norms of Interaction, and the Principles of Operation. In order to confirm our acceptance of this point, each member shall sign a copy of each document after its reading and acceptance at the annual organizational meeting.
4. In the event that a School Committee member observes another member in violation of any of these documents, she/he will report the violation to the Vice Chair.
 - a. The vice chair or his/her designate will speak to the offender to correct the behavior.
 - b. A second offense will cause a comment during a public school committee meeting.
 - c. Further violations are cause for a vote of censure by the entire committee.
5. The Vice Chair shall keep a record of all offenses and once a quarter shall report to the committee those items that suffered multiple violations so that they may be brought up for discussion and clarification.

References:

SOURCE: MASC

Version Control

Action	Date
First Reading	7/22/2016
Second Reading	9/6/2016
Adopted	9/6/2016