

# NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

<b>Section B: School Committee Governance and Operations</b>	<b>File: BEDA</b>
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As required by law, a minimum of 48 hours' advance notice (excluding Saturdays, Sundays and legal holidays) will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

Notification of the dates, times, and places of regular meetings will be accomplished by periodic publication of the schedule for the ensuing months. Notification of a change in a regular meeting time or place and notification of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.

## **School Committee Meetings**

Except in the case of an emergency, the school committee shall not meet on the same day as a regular city council meeting.

## **Oath of Office of Mayor, City Council, and School Committee**

A mayor-elect (as applicable), the city council-elect, and the school committee members-elect (as applicable) shall, on the first Monday in the January of each even-numbered year, except when said first Monday falls on a legal holiday, in which event on the following day, meet and be sworn to the faithful discharge of their duties by the city clerk. The absence of the city clerk, oaths may be administered by the assistant city clerk, or by a judge of a court of record, or by a justice of the peace. Upon receiving the oath, each said official shall document the same by entering his name in a journal maintained by the city clerk.

## **Annual Budget Meeting**

The mayor shall call a joint meeting of the city council and school committee, to include the superintendent of schools, before the commencement of the annual budget process to review the financial condition of the city, revenue and expenditure forecasts, and other relevant information prepared by the mayor in order to develop a coordinated budget.

## **Sources:**

MASC  
Newburyport Charter Commission  
LEGAL REFS.: M.G.L. 30A:18-25;  
CROSS REFS.: BE, School Committee Meetings;  
Newburyport School Committee Policy Manual

## **Version Control**

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