

AMSA Board of Trustees

Meeting Schedules for Standing & Special Committees Policy A-103

Background

Standing Committees are permanent Board committees, established by the AMSA Board bylaws, which meet on a regular basis to conduct ongoing governance of AMSA.

Special (ad-hoc) Committees are created for specific purposes and meet on an as needed basis and are subject to Open Meeting Law.

Process for Meeting Schedule Development

1. Standing Committees will meet no less than quarterly.
2. Standing Committee meeting schedules will be published at the start of the school year along with regular meetings.
3. Meeting agendas will be distributed to Committee members within a reasonable time prior to meetings allowing for review and meeting the public posting deadline in accordance with Massachusetts Open Meeting Law.
4. Written minutes of all committee meetings shall be adopted and kept in accordance with the Open Meeting Law and AMSA Board of Trustees Minutes policy (A-102).

Policy Number	A-103
Adopted	June 13, 2013
Amended	May 28, 2020