

<i>Policy</i>	<i>Title</i> SCHOOL COMMITTEE MEETING AGENDA FORMAT	<i>Code</i> BEDB
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HOLLISTON

The superintendent, conferring with the chair of the School Committee, will arrange the order of items on meeting agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

Consent Agenda

Items that are considered to be routine shall be placed on the Consent Agenda and shall be enacted by one motion. The Agenda shall have an asterisk (*) next to each item placed on the Consent Agenda. There shall be no separate discussion of items placed on the Consent Agenda unless a member of the Committee so requests, in which event the item shall be considered in its normal sequence on the agenda. Any one member of the committee may remove an item from the Consent Agenda for discussion. Items that may be placed on the consent Agenda may include but are not limited to the following: a) minutes of previous meetings, b) changes to the policy manual (second reading), c) field trips, d) warrant approvals, and e) other items that are deemed to be routine by the Chair.

For the benefit of the public, the Chair will read the following paragraph and the list of items included in the Consent Agenda:

"All items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Committee so requests, in which event the item will be considered in its normal sequence on the agenda. "

The School Committee will follow the order of business established by the agenda except the Chair may adjust the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business.

Any School Committee member or citizen may suggest items of business to the Chair of the School Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent. The inclusion of such items, however, will be at the discretion of the Chair of the School Committee.

During the public comment portion of the agenda, an audience member may speak briefly before the School Committee, subject to guidelines stated in policy BEDH – School Committee Meeting Public Participation.

The agenda, together with supporting materials, will be distributed to School Committee members prior to the meeting to permit adequate time to prepare for the meeting.

Agendas will be posted and made available to the press.

First Reading:	November 13, 1997
Second Reading:	Waived
Third Reading:	Waived
Policy Adopted:	November 13, 1997
Policy Amended:	October 19, 2000; February 17, 2022

Policy Reviewed	January 22, 2018
Legal Reference:	
Policy Cross Reference:	BEDH (School Committee Meeting Public Participation); BGB (School Committee Policy Adoption)
Procedure Reference:	