



Meetings shall be conducted in accordance with the following rules of order:

1. Meetings must be open to the public.
2. The public must be given the opportunity to address the committee on topics under the jurisdiction of the committee.
3. Notice of the meeting must be posted at the school site or other accessible place at least 72 hours before the time set for the meeting.
4. The notice must specify the meeting date, time, location, and an agenda describing each item of business to be discussed or acted upon.
5. The committee may not take action on any item of business unless that item appeared on the posted agenda or unless the committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the committee subsequent the posting of the agenda.
6. Questions and brief statements of no impact on pupils or employees that can be resolved by providing information need not be described on the posted agenda.
7. If these procedures are violated, upon demand of any person, the committee must reconsider the item at its next meeting, after allowing for public input on the item.

Emergency Meetings

Emergency meetings must adhere to the requirements of the Greene Act. Voting may occur only if the committee unanimously determines that the unlisted (emergency) item:

- requires immediate attention
- the item surfaced between the time the agenda was posted and the time of the meeting