

LOWELL SCHOOL COMMITTEE RULES

February 17, 2021

CHAPTER 1

- SECTION 1 Meetings of the Lowell School Committee shall be held twice a month, **1st and 3rd WEDNESDAYS**. The notice, agenda for the meeting, and minutes of the previous meeting shall be in the hands of the members of the Committee by **SIX PM, FRIDAY** evening previous to the meeting.
- SECTION 2 The Chairperson may call Special Meetings provided, except in an emergency, that written notice of said meetings shall be in the hands of the members of the Committee and publicly posted **FORTY-EIGHT HOURS IN ADVANCE** of said meeting, and shall call such meetings whenever requested in writing by four (4) members of the Committee as to which the same FORTY-EIGHT HOURS written notice shall be given; and, in the absence of the Chairperson, the Vice Chairperson shall, upon the written request of four (4) members likewise call a Special Meeting, provided that the same requirements of FORTY-EIGHT HOURS as to written notice shall be complied with.
- SECTION 3 All meetings of the Lowell School Committee shall be open to the public, except that when requested by four (4) members, any particular meeting shall be private in accordance with the open meeting law. The vote on any measure requiring the expenditure of money shall be by roll call; the vote on any other measure, when requested by a member, shall be by roll call. On a roll call vote each member, including the Chair, shall be called upon to vote in alphabetical order at the **INAUGURAL** and **FIRST** meeting of the Lowell School Committee. At the next regular meeting, the roll call shall begin with the member who would have been the second to vote on any roll call at the previous regular meeting, and shall end with the member who would have been first to vote at the previous meeting; otherwise, the alphabetical order shall be followed. This process shall be continued at each subsequent regular meeting to the end that the order of voting shall be rotated at each succeeding regular meeting. Meetings are to begin at **SIX-THIRTY PM (6:30 PM)** and adjourn no later than **TEN PM (10 PM)**.
- SECTION 4 At the Lowell School Committee regular meetings; the following shall be the order of business:

AGENDA - LOWELL SCHOOL COMMITTEE REGULAR MEETING

DATE:
TIME:
PLACE: City Hall, Council Chamber

SALUTE TO FLAG:

ROLL CALL:

SPECIAL ORDER OF BUSINESS:

MINUTES:

PERMISSION TO ENTER:

MEMORIALS:

UNFINISHED BUSINESS:

PUBLIC PARTICIPATION:

MOTIONS:

SUBCOMMITTEES:

REPORTS OF THE SUPERINTENDENT:

CONVENTION/CONFERENCE REQUESTS:

COMMUNICATIONS:

PROFESSIONAL PERSONNEL:

CIVIL SERVICE:

EXECUTIVE SESSION:

ADJOURNMENT:

SECTION 5

The rules contained in the current edition of “Robert’s Rules of Order” shall govern the School Committee in all cases to which they are applicable, and in which they are not inconsistent with these rules, and any special rules of order the School Committee may adopt.

- a) Four members of the School Committee shall constitute a quorum to transact business.
- b) The affirmative vote of a majority of all members elected to the School Committee shall be necessary for the election of personnel to the Lowell School System.
- c) All motions or other proposals shall be duly seconded. When a motion is made and seconded, each member shall be allowed to speak twice on that motion.
- d) When a question has been decided, any member voting on the prevailing side may move “**RECONSIDERATION**” within **TWENTY-FOUR (24) hours** .
- e) All petitions, motions, requests, reports, and other papers of every description relative to business requiring the action of the School Committee shall be submitted or filed with the Secretary of the School Committee by **TWO O’CLOCK** in the afternoon of the **Friday** preceding a regular meeting of the School Committee; the Secretary shall prepare the agenda for all matters to come before the School Committee; the agenda and supporting documents shall be delivered to the homes of School Committee members by **SIX PM (6:00 PM)** on such Friday.
- f) To allow until **TWO O’CLOCK** in the afternoon on the day of the School Committee Meeting to sign up to speak in Public Participation, provided that the speaker must only discuss items on the agenda.

SECTION 6

Any member who wishes to speak shall raise his/her hand and address the presiding officer, and await recognition from the Chair before speaking.

SECTION 7

The Chairperson of the School Committee shall preside at all meetings, and in the absence of the Chairperson, the Vice Chairperson shall preside, and in the absence of both the Chairperson and the Vice Chairperson, the School Committee

shall choose from among their number a Temporary Chairperson who shall act at that meeting only.

SECTION 8

Final action on any election of personnel, salary increase, or awarding of contract, allowed by statute, can only be taken when on the agenda of a regularly scheduled meeting of the Committee.

SECTION 9

Minutes shall include Subcommittee reports. The Chairperson of the Subcommittee shall submit a written report.

SECTION 10

SUBCOMMITTEES - The principles of good board procedures indicate that the use of standing committees is not desirable in-as-much as standing committees set up by any type of board tend to make decisions that are properly made by the entire board, and to assume administrative responsibilities that should properly be delegated to the professional administrator. Therefore, the Committee shall have no standing committees.

However, the Committee may authorize the establishment of special Subcommittees for special assignments and to make recommendations for Committee action.

The following rules will govern the appointment and function of these Subcommittees:

1. The Subcommittee will be established through action of the Committee.
2. The Subcommittee Chairman and its members shall be appointed by the Committee Chairman, subject to approval by the Committee.
3. The Subcommittee will be provided with a list of its functions and duties.
4. The Subcommittee may make recommendations for Committee action, but it may not act for the School Committee. However, a Subcommittee will not make recommendations on the hiring or promotion of personnel.
5. The Committee Chairman and Superintendent shall be ex-officio members of all Special Subcommittees.
6. A Subcommittee shall be dissolved by the Committee upon completion of its assignment, or it may be a vote of the Committee at any time.

SECTION 11

All meeting agendas and materials shall be publicly posted **FORTY-EIGHT HOURS IN ADVANCE** of said meetings for all School Committee Subcommittees and Special Meetings.

RULES ADOPTED BY THE LOWELL SCHOOL COMMITTEE ON:

2/5/64 and amended 11/28/66; 2/28/68; 5/20/68; 1/14/70; 1/7/74; 1/5/76; 3/24/82; 1/2/96; 1/5/98; adopted and amended 1/3/2000; 1/7/02; 1/5/04; 1/3/06; 1/7/08; 1/4/10; 1/3/12; 1/6/14; *time change approved at the 5/7/14; **02/17/21**