

# Lincoln-Sudbury Regional School Committee Procedures for School Committee Meetings

Lincoln-Sudbury Regional School Committee Meeting Information:

Meetings will be held at 7:30 PM on alternate Tuesday evenings in Conference Room A at the Lincoln-Sudbury High School, unless noted otherwise.

## MEETING PROCEDURES

Official business meetings of the School Committee are conducted under a prepared and limited agenda. It is posted at the district clerk's office at least forty eight hours prior to the meeting. Efforts are made to distribute the agenda to the Committee on the Friday or forty eight hours prior to the meeting. Efforts are made to post the agenda on the L-S School Committee website and to email the agenda through the LSPO email network. It is also sent to both Lincoln and Sudbury town halls. Copies of the agenda are made available at our meetings. In addition, efforts are made to send the tentative agenda items to both Lincoln and Sudbury town libraries, the K-8 Lincoln and Sudbury Superintendent offices, the Minuteman Regional High School, as well as to the MetroWest Daily News, the Sudbury Town Crier and the Lincoln Journal.

The public shall always be welcome at all official meetings of the School Committee except those designated as Executive Sessions.

The first ten (10) minutes of this meeting and future meetings will be usually reserved for Public Comment.▲ Following is the policy of the Lincoln-Sudbury School Committee, in effect since June, 2003, with respect to public participation:▲

*The School Committee desires community members of the District to attend its meeting so that they may become better acquainted with the operations and programs of the school. In addition, the Committee would like the opportunity to hear from the public.*

*The length of a public participation segment shall be determined by the Chair. All remarks shall be addressed through the Chair. Speakers will be allowed three minutes to present their material. The Chair may permit extension of this time limit. Improper conduct and remarks will not be tolerated. Defamatory or abusive remarks are always out of order. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate concerns about staff members. (Policy under "School Committee Practices" under School Committee Operations)*

In response to public input, community members may also be recognized by the Chair in the course of the Committee's discussions of specific agenda items. It will be the responsibility of the Chair to limit, if necessary, the number of speakers and the duration of the comment period.

During both the Public Comment segment and during subsequent topic-related comment periods, the Chair will follow these procedures:

- 1) Speakers identify themselves;
- 2) Remarks must be limited to no more than three (3) minutes;
- 3) Community members may present written or oral statements. The Committee would appreciate receiving copies of any written statements;
- 4) If many community members desire to speak on the same subject, they will be asked to limit their remarks and not repeat similar remarks already made so that other topics can be heard;
- 5) Other than to obtain answers to questions of a routine nature, community members should not expect an immediate reply from the Committee since this is a time for community members to be heard and not for decisions to be made. If the Committee desires to discuss the community member's matter of interest further, it may place the matter on the agenda of a future meeting.

In addition to its business meetings, the Committee and school administration may offer public forums during the year to discuss general issues of concern or specific predetermined topics. These provide lengthier open sessions at which community members are invited to interact with the School Committee and administration. The purpose is to promote dialogue and ideas about the school system. No decisions will be made at such sessions. However, the topics discussed will be taken under advisement and may be acted upon at a later date.

The School Committee sincerely appreciates your assistance in helping it discharge its duties.