

SCHOOL COMMITTEE	6000
SCHOOL COMMITTEE MEETINGS	6500
AGENDA FORMAT	6506
<i>REQUESTS FOR AN ITEM TO BE INCLUDED ON THE AGENDA</i>	<i>6506.01</i>

The Chairperson of the Committee or a Subcommittee may include any item on his/her meeting agenda that the presiding Chairperson deems appropriate. Any other member of the School Committee, Melrose resident or other person having business before the Committee or Subcommittee, may request that an item be included on the agenda. Requests must be specific, and in writing, and delivered to the presiding Chairperson or the Superintendent's office at least four (4) full business days before the meeting to be considered for inclusion at that meeting. For example, if the Committee is meeting on Tuesday evening, a request must be received by the presiding Chairperson or the Superintendent's office before the opening of business at the Superintendent's office on the preceding Thursday, assuming a normal workweek. The Superintendent shall forward all such requests to the presiding Chairperson. The presiding Chairperson may waive the four (4) day requirement if s/he considers a matter to be urgent.

The presiding Chairperson will decide whether to include a requested item on the agenda, to decline to do so, or to defer the requested item to a later meeting, subject to the following conditions:

- The presiding Chairperson should give due consideration to all requests.*
- Explanations as to why requests are denied or deferred are encouraged but are at the discretion of the presiding Chairperson.*
- Requests that are explicitly endorsed by two (2) or more School Committee members, or are endorsed by the Superintendent and one (1) School Committee member, will be honored by the presiding Chairperson and included on the agenda, although any such item may be deferred for one (1) regularly scheduled meeting, if necessary, for scheduling concerns. Deferrals for longer than one (1) regularly scheduled meeting will require an approved motion of the Committee or Subcommittee.*
- A quorum of Committee or Subcommittee members will not discuss or debate the consideration of agenda items, except as allowed by the Massachusetts Open Meeting Law.*

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~~Any Melrose resident, or others having business before the Committee, may leave with the Superintendent a written request to be placed on the agenda of the Committee on a specific matter, no later than the Thursday at 12 noon before the next Committee meeting.~~

NOTE:

~~“No person shall address a public meeting of governmental body without permission of the presiding officer at such meeting, and all persons shall, at the request of such presiding officer, be silent. If, after warning from the presiding officer, a person persists in disorderly behavior, said officer may order him/her to withdraw from the meeting, and, if he/she does not withdraw, may order a constable or any other person to remove him/her and confine him/her in some convenient place until the meeting is adjourned.~~