

**BY-LAWS
Of the
MELROSE SCHOOL COMMITTEE**

ARTICLE 1 - MEETINGS

- 1.1 Place of Meetings.** Regularly scheduled meetings of the School Committee will be held in the Aldermanic Chambers of Melrose City Hall. The meeting location can be changed by a majority vote of the committee, as long as sufficient public notice is given, and the location complies with Massachusetts State Law. Additional meetings may also be held in other locations as determined by the Chair of the School Committee.

MSC first vote 11.24.09
MSC second vote 12.1.09

- 1.2 Regularly Scheduled Meetings.** Regularly scheduled meetings of the Full Committee shall generally be held on the second and fourth Tuesday of each month, except for the month of July, which will generally have one meeting. Meeting dates and times can be changed by a majority vote of the committee, as long as sufficient public notice is given according to Massachusetts State Law.”

MSC 11.24.09
MSC 12.1.09

1.2.1 First Meeting of the Month: At the first meeting of the month, all subcommittees having scheduled business shall meet as a Committee of the Whole. The Chair of each subcommittee will chair the meeting while the items(s) for that subcommittee are discussed and a vote taken on any motion(s).

1.3 Agenda

1.3.1 Construction: The Agenda for each meeting shall be prepared by the Executive Secretary under the direction of the Chairperson (of the School Committee or the appropriate subcommittee Chairperson) in accordance with applicable School Committee policy.

The subcommittee chairpersons shall be responsible for assisting the Committee Chairperson and Executive Secretary in preparing their portions of the Agenda for meetings.

MSC first vote 10.27.09
MSC second vote 11.10.09

1.3.2 Order of Business:

Agenda of the First Meeting of the Month: The order and organization of the Agenda of the first meeting of the month shall ordinarily be as follows:

- . (Pre-meeting) Signing of Bills;

Preliminary Session (Chaired by the School Committee Chair)

- . Meeting call to-order;
- . Pledge of Allegiance;
- . Approval of minutes from previous meeting (excluding executive session);
- . Public Participation;
- . Student Representative's Report;

- . Subcommittee meetings; (Chaired by Subcommittee Chair)

- . Executive Session (Chaired by the School Committee Chair)
- . Meeting Adjournment.

Agenda of the Second Meeting of the Month: The order and organization of the Agenda of the second meeting of the month shall ordinarily be as follows:

- . (Pre-meeting) Signing of Bills;
- . Meeting call-to-order;
- . Pledge of Allegiance;
- . Approval of minutes from previous meeting (excluding executive session);
- . Receipt of School Council Minutes;
- . Public Participation;
- . Student Representative's Report;
- . Superintendent's Report;

- . Motions from Subcommittee Meetings

- . Motions for reconsideration

- . New Business Offered for Immediate Consideration
(consideration requires unanimous consent)

- . Executive Session if necessary (including approval of minutes from previous-executive session);
- . Meeting Adjournment.

1.4 Public Participation:

Public participation shall be consistent with School Committee Policy.

MSC first vote 10.27.09
MSC second vote 11.10.09

1.4.1 Advance Notice of Public Participation: Full Committee meetings and subcommittee meetings shall be noticed in accordance with the Open Meeting Law, M.G.L. Chapter 39, Sections 23 A, 23B and 23C, as amended, and shall include an invitation for public participation as scheduled.

- 1.5 Executive Session:** Executive Session shall be conducted as necessary at regularly scheduled meetings of the full Committee for purposes of discussion pertaining to collective bargaining, litigation strategy or other appropriate executive session topics pursuant to the Open Meeting Law, M.G.L. Chapter 39, Sections 23A, 23B and 23C, as amended.
- 1.6 Special Meetings:** Special Meetings may be called by the Chair or shall be called at the request of any three members of the School Committee.
- 1.7 Quorum:** A majority of all the members of the Committee shall constitute a quorum for the transaction of business, but a smaller number may adjourn to a definite date.
- 1.8 Minutes of Meetings:** All regularly scheduled committee meetings, except executive sessions, shall be recorded by the secretary, with a tape recording as backup for purposes of final transcription.
- 1.9 Advance Delivery of Committee Meeting Materials:** An Agenda and all relevant material shall be in the hands of the Committee members at least four (4) full days before any regularly scheduled or special meeting of the full Committee, to allow adequate time for preparation for discussion.

ARTICLE 2 ORGANIZATION

- 2.1 Members:** The number of members and term of office is set by City Charter.
- 2.2 Vacancies:** Filling of vacancies on the Committee is governed by City Charter.
- 2.3 Resignations:** Any Committee member may resign by delivering his/her written resignation to the Chair. Such resignation shall be effective upon receipt unless it is specified to be effective at some other time.
- 2.4 Permanent Subcommittees:** The following permanent subcommittees of the School Committee shall be established:
1. Finance & Facilities
 2. Educational Programs & Personnel
 3. Policy & Planning

Except as the Committee may otherwise determine, any such subcommittee may make rules for the conduct of its business, but unless otherwise provided by the Committee or in such rules, its business shall be conducted as nearly as possible in the same manner as-is provided by these By-Laws for the Committee, and in compliance with the Open Meeting Law, M.G.1. Chapter 39, Sections 23A, 23B and 23C as amended.

The Chair of the Full Committee shall appoint Chairs and Vice Chairs of the above-named subcommittees-at the first meeting in January or at such other times as become necessary. Each subcommittee shall consist of all school committee members. The Chair shall not hold the position of Chair of any subcommittee and no committee member shall chair any more than one permanent subcommittee.

- 2.5 Ad hoc Task Forces:** Other Ad hoc Task Forces may be constituted by the Chair, by a subcommittee Chair, or by majority vote of the full Committee, as the occasion requires.

ARTICLE 3 - OFFICERS

- 3.1 Enumeration:** The officers of the Committee shall consist of a Chair, Vice-Chair and Executive Secretary. Any voting member of the Committee who also serves as an elected official in another capacity of Melrose government shall not serve as Chair of the full Committee or of any permanent subcommittee.

- 3.2 Election:** The Chair and Vice-Chair shall be elected annually by the Committee members at the first meeting in December. (In the event that newly elected members have not yet been sworn in, this will be a preliminary election with the first meeting in January providing the venue for the permanent election.)
- 3.3 Tenure:** The Chair and Vice-Chair shall hold office for one year, from the meeting in January through the last meeting in December.
- 3.4 Vacancies:** The Committee may fill any vacancy occurring in the office of Chair or Vice-Chair for any reason at a special meeting held at any time and may, in its discretion, leave unfilled for such period as it may determine the office of Vice-Chair. Each such successor shall hold office for the unexpired term of his predecessor and until his or her successor is chosen.
- 3.5 Chair:** The Chair shall preside at all of the meetings of the full Committee. The Chair shall have general charge and supervision of the business of the full Committee.
- 3.6 Vice Chair:** In the event of the absence or inability to act of the Chair, the Vice-Chair shall preside at the full Committee meetings and be vested with all of the powers and duties of the Chair.
- 3.7 Executive Secretary:** The Superintendent shall serve as Executive Secretary and be responsible for providing a recording secretary to attend all meetings of the full committee and to prepare the minutes or records of such meeting. In addition, the Executive Secretary shall maintain records for the full committee and all subcommittees. The Chair of the full committee and the subcommittee chairs shall be responsible for ensuring that the requirements of the Open Meeting law and Public Records law are met.

ARTICLE 4 – MISCELLANEOUS PROVISIONS

- 4.1 Committee Records:** The original, or attested copies of the By-Laws, contracts, and records of all meetings of the full Committee and subcommittees shall be kept in the Central Administration office by the Superintendent.
- 4.2 Severability:** Any determination that any provision of these By-Laws is for any reason inapplicable, illegal or ineffective shall not affect or invalidate any other provision of these By-Laws.

4.3 Pronouns: All pronouns used in these By-Laws shall be deemed to refer to the masculine, feminine or neuter, singular or plural, as the identity of the person or persons may require.

4.4 Motions for Reconsideration: Three (3) members of the Committee may request in writing that an item previously voted on be brought up for reconsideration at the Voting Meeting of the Full Committee. An item may only be brought up for reconsideration once under this provision; and the request may only be brought up within three (3) months of the original vote. Any subsequent motions for reconsideration on the same item shall be in accordance with Robert's Rules of Order.

ARTICLE 5 - AMENDMENTS

Amendments to these By-Laws are adopted in the manner of a policy and, therefore, subject to Article 6.

ARTICLE 6 - ADOPTION OF POLICIES

Adoption of policies requires a majority vote of the full Committee at two meetings.

THESE BY-LAWS SHALL BECOME EFFECTIVE AS OF JANUARY 1, 2000.