

**BY LAWS OF THE SCHOOL COMMITTEE**

**MEETINGS**

- a. Regular meeting shall be at 7:00 p.m. to 10:00 p.m. on the second (2<sup>nd</sup>) Tuesday of each month except that any meeting may be omitted, postponed, or adjourned to another day or action of the majority of the committee or by the chairperson.
- b. Under unusual circumstances, a majority of the Committee members present may request a half-hour extension of the meeting beyond the adjournment deadline; and such request will be honored by the Chairperson, however, no more than two such extensions will be allowed.
- c. Three members shall constitute a quorum for any meeting in accordance with title 20, Maine Revised Statutes, section 306.
- d. The Chairperson of each sub committee will designate the time and the place as to where the sub committee will meet.
- e. When the scheduled date of a regular meeting falls on a legal holiday, such meeting may be held on the following day or Tuesday or a day mutually agreed upon by the members or determined by the Chairperson.
- f. A special meeting may be called by a majority of the Committee, the Chairperson and or the Superintendent/Principal of Schools.
- g. All notices and agendas for regular meetings shall be received four (4) days prior to the date of the meeting.
- h. Members shall receive written notice of all special meetings at least forty-eight (48) hours in advance of the time set for the meeting.
- i. If a School Committee member is absent from a regular or special meeting of the Islesboro School Committee, it is the obligation of that member to contact Superintendent/Principal or the Chairperson before the next School Committee Meeting. A review of events and actions taken by the Committee will be provided and any documents needing study or review will be given or mailed to the member.
- j. The place of the regular and special meeting will be at the Islesboro Central School.
- k. Notice of special and emergency meetings shall state the objective of the meeting and no other matter shall be voted at such meetings.
- l. Any matter on the agenda which is discussed in executive session at a regular or special meeting may be acted upon.
- m. Executive sessions may be called by the Committee if the item on the agenda deals with contract negotiations, pupil or personnel matters, or acquisitions of real or personal property.
- n. Voting shall be done by a show of hands following an appropriate motion, second, and time allowance for discussion.
- o. Any member of the School Committee may raise the question of conflict of interest as a point of order, if it appears that such a conflict of interest exists between a committee member and a matter for discussion and to be voted upon.

## **Rules of Order**

- a. Robert's Rules of Order shall govern the proceedings of the School Committee except when in conflict with these procedures and policies and State Statues.
- b. The Chairperson is empowered to limit public debate unless a majority of the committee present votes to allow debate to continue.

Revised: **February 11, 1999**

**Code: BEA**

### **SCHOOL COMMITTEE USE OF ELECTRONIC MAIL**

Use of electronic mail (e-mail) by school committee members should conform to the same standards of judgment, propriety and ethics as other forms of school committee-related communication. School Committee members shall comply with the following guidelines when using e-mail in the conduct of school committee responsibilities:

- A. The School Committee shall not use e-mail as a substitute for deliberations at Committee meetings or for other communications or business properly confined to school committee meetings.
- B. School Committee members should be aware that e-mail and e-mail attachments received or prepared for use in school committee business or containing information relating to school committee business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
- C. School Committee members shall avoid reference to confidential information about employees, students or other matters in e-mail communications because of the risk of improper disclosure. School Committee members should comply with the same standards as school employees with regard to confidential information.

Cross Reference:      Personnel Records and Files (GBJ)  
                             Student Educational Records (JRA)

Adopted: August 8, 2000