

Quorum

For a School Committee composed of three members, two shall constitute a quorum. For a Committee composed of five members, three shall constitute a quorum. (Adopted: spring, 1989)

Rules of Order

In matters of procedure not covered by these By-Laws, the School Committee shall follow Robert's Rule or Order. (Revised: probably April , 1996)

Voting

Voting shall be by voice or show of hands unless a member of the School Committee requests a written ballot. Every vote shall be recorded in the minutes by the Secretary. (Adopted: spring, 1989, revised: probably April 1996)

Minutes of Meetings

A complete and accurate recording of minutes shall be maintained by the Secretary. At the beginning of each monthly meeting, the minutes of the last monthly meeting, and any intervening special meetings, shall be read, revised if necessary, and approved. When the minutes have been approved, the Secretary shall give a copy to each member of the School Committee, the teacher, the Superintendent, and to the Board of Assessors. A copy of the approved minutes shall be posted at the store and/or post office. The minutes must be available for public inspection. (revised: probably April , 1996)

Adopted: see above

Revised: see above