

### Regular Meetings

Regular meetings shall be scheduled in the third or fourth week of each month unless it is impossible to obtain a quorum, or for other good reason, in which case the meeting shall be held as close to that schedule as possible. All meetings shall be posted at least forty-eight (48) hours in advance. During the months school is in session, meetings shall be called to order at a time and place agreed to by a majority of the School Committee.

### Special Meetings

Special meetings may be called at any date by the Superintendent, Chairman or a majority of the School Committee. Except in what is clearly an emergency, the time and place of such meetings shall be posted at the store and Plantation office, forty-eight (48) hours in advance.

### Emergency Meetings

An emergency meeting of the Committee is a meeting that is called because a matter is so urgent that it must be addressed immediately and the advance notice required for a special meeting cannot reasonably be provided.

An emergency meeting may be called by the Chair or at the request of the Superintendent.

Whenever practicable, 24 hour advance notice will be provided. The Superintendent shall notify the media of an emergency meeting by the same or faster means as used to notify Board members. The notice shall indicate the purpose of the meeting.

No business may be transacted other than that related to the purpose for which the emergency meeting is called.

### Executive Session

The School Committee may, following the provisions of Maine law, declare an Executive Session during a regular or special meeting if a majority of members approve. No voting will take place during an Executive Session.

### Workshops and Informational Meetings

The Committee, at its discretion, may schedule workshops and other meetings to discuss a particular subject or proposal or to gather input from staff, community, or other groups.

No formal action shall be taken by the Board at any meeting other than a regular meeting, special meeting, or emergency meeting.

Legal References: 1 MRSA § 403 et seq.  
20-A MRSA § 1001

Adopted: spring, 1989

Revised: 07/26/21 by J. Stevens & E. Connolly