

BY-LAWS OF THE NEW SALEM/WENDELL UNION SCHOOL COMMITTEE

ARTICLE I – ORGANIZATION

Section 1. Membership

The New Salem/Wendell Union School Committee shall consist of ten members, the five duly elected or appointed officials representing the Commonwealth of Massachusetts in the operations of the public schools in the Town of Wendell and the five duly elected or appointed officials representing the Commonwealth of Massachusetts in the operation of the public schools in the Town of New Salem.

Section 2 – Election of Officers

The School Committee shall at its first regular meeting or at a special meeting following completion of elections in the Towns of New Salem and Wendell, elect by vote from its own members a Chairperson and a Vice-Chairperson, a Secretary and any appropriate representatives who shall hold their respective offices for three years and until their successors are duly elected.

1. Nominations for the office of Chair will be made from the floor. The Chair will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.
2. Upon election, the new Chair will preside, calling for the election of a Vice-Chair and clerk, in order. The procedure used for their election will be the same as that for electing the Chair.

Section 3 – Presiding Officer

The Chairperson shall preside at all meetings of the School Committee, appoint all special committees unless these shall be elected by the School Committee, serve ex officio on these committees, perform such other duties as shall be delegated by the School Committee.

Section 4 – Secretary

The Secretary shall be responsible for recording the minutes of the meetings and forwarding them to the Superintendent's office.

Section 5 – Minutes and Meetings

The Superintendent of Schools shall forward copies of the Secretary's minutes to each member of the School Committee. The Superintendent shall notify members of the School Committee and the Town Clerk of all regular and special meetings, attend to the official correspondence of the School Committee and submit to the Towns of New Salem and Wendell, annual reports of the proceedings of the School Committee and the local committees.

## Section 6

In the event of the absence of either the Chairperson or the Vice Chairperson, a pro-tem appointment shall be made from the membership of the School Committee by a majority roll-call vote effective only until the termination of the meeting during which the appointment was made or until such time during said meeting that the permanent Chairperson or Vice Chairperson shall arrive.

## Section 7

A School Committee file will be kept at the Superintendent's Office. The files will include, but not be limited to the following:

1. Minutes
2. Warrants
3. Deeds
4. Contracts
5. Copies of School Committee Policies

## ARTICLE II – PROCEDURE

### Section 1

Roberts Rules of Order shall govern the proceedings of the School Committee except as herein otherwise provided.

### Section 2

The School Committee shall sit as a whole on all matters coming before it except that special committees for the consideration or investigation of certain problems may be appointed by the Chairperson at the request of the School Committee or may be elected by the School Committee. Such special committees shall submit their reports at such regular meetings of the School Committee as may be determined, and when such reports have been submitted and accepted by the School Committee, shall be discharged.

### Section 3

The School Committee shall transact all business at legal meetings of the School Committee. The School Committee shall act as a Committee of the whole, and individual members shall make no commitments for the School Committee or issue any orders for the School Committee except when executing an assignment delegated by the School Committee.

### Section 4

The names of individual Committee members who make and second each motion need not be recorded in the minutes. However, each Committee member may upon request, have his/her vote so recorded in the minutes. The term "voted" shall mean a motion duly made, seconded and unanimously voted upon.

## Section 5

The Chairperson may second a motion without relinquishing the chair. In order to make a motion the Chairperson shall turn the chair over to another member and shall take back the chair only after the motion has been duly acted on.

## Section 6

Agendas for School Committee meetings will be prepared jointly by the Chairperson of the School Committee and the Superintendent of Schools.

## Section I – Regular Meetings

The School Committee shall hold regular meetings, the dates to be scheduled annually. Notice of such regular meetings must be properly posted, and also of special meetings shall be made to each School Committee member and the Town Clerks of New Salem and Wendell in writing at least forty-eight (48) hours prior to such meetings excluding weekends and legal holidays, except in certain emergencies.

## Section 2 – Time Limit

On regular meeting nights, the Committee shall continue to do business so long as a quorum exists.

## Section 3 – Special Meetings

Special meetings may be called by the Chairperson of the School Committee or by the Secretary upon the request of the majority of the members of the School Committee. No special meetings shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member, forty-eight (48) hours excluding weekends and legal holidays before the time stated for the meeting to convene except when the majority of the members agree that an emergency exists that has made a regular notice impossible; then such a meeting may be called at a time or place which may be most convenient.

## Section 4 – Place of Meetings

All meetings shall be held at the Swift River School unless otherwise ordered by the School Committee.

## Section 5 – Public Attendance

All meetings of the School Committee for the official transaction of business shall be open to the public except that the School Committee may, governed by the General Laws relating to Executive Session, and by a majority vote, meet in Executive Session. Only if listed on the posted agenda.

## ARTICLE IV – DUTIES, POWERS AND RESPONSIBILITIES OF THE SCHOOL COMMITTEE

### Section I – General Duties

The school committee establishes educational goals and policies for the schools in the district, consistent with the requirements of law and the statewide goals and standards established by the Board of Education.

Reviewed by New Salem/Wendell Policy Committee: 02/01/18

First Reading by New Salem/Wendell School Committee: 03/01/18

Second Reading, First Vote by New Salem/Wendell School Committee: 04/05/18

Final Vote as Amended: 05/03/18