

## **CONDUCT OF SCHOOL COUNCIL BUSINESS**

The principal shall, by law, serve as co-chairperson of the council. The second co-chairperson will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairpersons will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least once monthly from October to June **with** its first meeting occurring no later than forty (40) days after the first day of school. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

Consensus shall be used by school councils as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the principal and Roberts Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, Sections 23 A, B, and C, which stipulate that all meetings be open to the public, that meetings be posted at least forty-eight (48) hours (excluding Sundays and Legal Holidays) in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee for information.

LEGAL REFS.: M.G.L. 71: 59C

Revised February 7, 2005

Adopted October 6, 2003

Granby Public Schools – 2003