

STANDING SUBCOMMITTEE OPERATING PROCEDURES

This seems redundant and unnecessary

- A. Each standing subcommittee shall meet at the time and place designated by the Principal and/or Superintendent of Schools. Standing subcommittee meetings should be held monthly or more/less as needed.
- B. The Principal and/or Superintendent shall establish the agenda for each meeting to promote the orderly flow of information and the effective operations of the Jefferson School Committee (JSC) and its standing subcommittees.
- C. Notice to the public of the date, time and place of a standing subcommittee meeting and the agenda for the meeting shall be posted at least three days in advance on the AOS 93 website and in a manner consistent with the JSC's policy and practice concerning notification of JSC meetings.
- D. The Superintendent may designate administrators or staff to serve in a liaison or advisory capacity and/or to provide information and/or resources.
- E. Any member of the JSC, staff or public may attend a standing subcommittee meeting.
- F. The presence of a majority of the members of a standing subcommittee shall constitute a quorum for voting purposes. Only the members of the standing subcommittee may vote on agenda items.
- G. For any matter on its agenda, a standing subcommittee may by majority vote of members present, or by consensus, agree to make recommendations to the full JSC. Recommendations may be in the form of a report. A standing subcommittee may also forward a matter under discussion to the full JSC with no recommendation.
- H. Standing subcommittee reports will be included as an agenda item for all regular JSC meetings.
- I. Standing subcommittee minutes, if prepared, are public information, subject to the Freedom of Access Law.

Legal Reference: 1 M.R.S.A. § 401 et seq.

Adopted: Draft

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