

## **SCHOOL COMMITTEE MEETINGS**

### **Regular Meetings**

The Jefferson School Committee (JSC) will hold its regular business meetings at 6:00 PM on the first Monday of each month, except July, at the Jefferson Village School Library, unless a conflict arises.

### **Special Meetings**

A special meeting of the JSC is a meeting that is held to address important matters that arise between regular meetings and/or require JSC action before the time set for the next regular meeting, or to consider a single subject in one session.

A special meeting may be called at any time at the discretion of the Chair or at the request of the Superintendent. A special meeting shall be called at the written request of three or more members of the JSC.

The Superintendent shall be responsible for providing notice of a special meeting to JSC members and the media at least 72 hours in advance of the meeting. The notice or agenda shall indicate the subject(s) of the meeting and action to be taken.

No business other than that stated in the notice of the meeting shall be transacted unless the JSC agrees by majority vote to consider other business.

### **Emergency Meetings**

An emergency meeting of the JSC 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 JSC 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.

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### **Executive Sessions**

Executive sessions of the JSC shall be called and conducted in accordance with state law. Only the matter(s) stated in the motion to enter executive session shall be considered. No final action may be taken in executive session.

### **Workshops and Informational Meetings**

The JSC, 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 JSC at any meeting other than a regular meeting, special meeting, or emergency meeting.

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

Cross References: BEC—Executive Sessions  
BEDA—Notification of Committee Meetings  
BEDB—Agenda Preparation and Dissemination

Adopted: **4/2/18**

