

ORDER OF BUSINESS

On the appearance of a quorum, the Chairman will convene the meeting, recite the Pledge of Allegiance and observe a Moment of Silence. The Chairman will then proceed to business according to the following order.

1. Routine Business
 - a. Citizen's Comment
 - b. Minutes
 - c. Payment of Bills
 - d. Payroll
 - e. Correspondence
2. Guests/Presentations
3. Discussion Only Items
4. Discussion/Action Items
5. Action Items (2 readings for major policy changes)
6. Information Matters
 - a. Superintendent's Report
 - b. School Committee Sub-Committee Reports
 - c. School Committee Liaison Reports
7. New Business
8. Adjournment

The content of the agendas for regular and special meetings shall be developed by the Chairman in consultation with the Superintendent of Schools at least 72 hours prior to the preparation of the final agenda. Members who want to submit items for the agenda shall notify the Chairman or Superintendent during the New Business section of a regular School Committee meeting or no *later* than five days preceding the next scheduled meeting. The mechanics of the agenda are at the discretion of the Chairman and Superintendent. The agenda and all supporting material will be delivered to each member at least four days prior to the scheduled meeting.