

NEW SHOREHAM SCHOOL DISTRICT  
BLOCK ISLAND SCHOOL

- A. Time and Place – The School Committee shall meet at least monthly on the date and time chosen at the regular December meeting. A quorum of three members is required for meetings. A majority vote of the School Committee membership in attendance is required for action at any meeting. The School Committee shall conduct its meetings in accordance with Robert’s Rules of Order, Revised.
- B. Agenda – The agenda shall be developed by the Superintendent, based upon input from School Committee members, New Shoreham School Department staff, the State Education Department, and others. The agenda and information packets shall be made available to School Committee members on the Friday before the meeting.
- C. Notice – The notice of regular meetings shall be advertised by the Clerk of the School Committee, and be posted in the appropriate places at least 48 hours prior to the meeting.
- D. Minutes – The minutes of the regular meetings shall be included in the information packet made available to all members of the New Shoreham School Committee.
- E. Special and Emergency Meetings – The Chairperson of the School Committee shall call a special meeting when requested to do so by two members of the School Committee. The Chairperson may call a special meeting whenever he/she or the Superintendent considers such a meeting desirable.
- F. Annual Meeting – The annual meeting of the School Committee is held on the third Monday of November, at a place and hour designated by the Chairperson of the School Committee for the purpose of electing officers of the School Committee. The notice of the call of such meeting shall conform to the law and be administered by the Clerk of the School Committee.

The meeting shall be called to order by the Superintendent acting as temporary chairperson. The School Committee shall proceed to the election of a Chairperson. The Chairperson assumes the gavel. The School Committee shall then elect a Secretary. Election of officers shall be by majority vote. Officers shall serve for one year, and may be removed from office by a majority vote of the fixed number of members of the School Committee should either officer refuse to perform a duty of his/her office imposed upon him/her by law.

- G. Organizational Meeting – The organizational meeting shall be held during the regular July meeting, with the following agenda items:

1. Appointments
  - a. Clerk,
  - b. Attendance Officer,
  - c. Attorney,
  - d. School Physician,
  - e. School Dentist,
  - f. Delegate to RIASC;
2. Designation of official bank depositories;
3. Designation of official newspaper;
4. Designation of authorized signatures of checks;