

## **AGENDA FORMAT**

The Superintendent, conferring with the Chair and Vice-Chair of the School Committee, will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The Committee will follow the order of business established by the agenda except as it agrees to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business.

Any School Committee member, staff member, or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chairperson of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

The agenda will also provide for time when any citizen who wishes may speak briefly before the School Committee.

The agenda, together with supporting materials, will be distributed to School Committee members no less than three business days prior to the meeting to permit adequate time to prepare for the meeting.

Agendas will be posted and made available to the public.

Additional agenda items (those items presented to the Committee at a meeting) will be limited to those that could not have been reasonably anticipated at the time the public meeting notice was posted, as required by the Open Meeting Law and shall be further limited in accordance with the Marshfield Town Charter Article 7-2. No action taken on a matter not included in the posted agenda shall be effective unless the board, commission or Committee first adopts by a separate vote a resolution declaring that a reasonable cause exists and stating such cause.