

GUIDELINES FOR PUBLIC COMMENT

A School Committee Meeting is a meeting of a government body at which members of the body deliberate over public business. We welcome the attendance of members of the school district community to view your School Committee as it conducts its regular business meeting.

Massachusetts General Laws Chapter [30A, Section 20\(g\)](#), which governs public participation at open meetings covering all public bodies, provides: *No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.*

The Committee believes that the school district community should have an opportunity to comment to the Committee on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore, the Committee sets aside a period of time at each regular Committee meeting to hear from the public. In addition, if the Committee believes that an issue requires a dialogue with the school community, the Committee may schedule a separate time to discuss that issue.

Any citizen who wishes to make a presentation to the School Committee on an item which is of interest to them and within the scope of the Committee's responsibilities may request to be placed on the agenda for a particular meeting. Such request should be in writing to the Superintendent of Schools and the Committee Chair and should be received by the Superintendent and the Chair at least one week prior to the date of the meeting. Such request should contain background statements which would explain the scope and intent of the agenda item.

The Chair of the Committee works with the Superintendent to formulate the meeting agendas. Together they will determine whether or not to place an item on the agenda and if the item is to be taken up, they will also determine when to place an item on the agenda and all parameters to be required of the presenter.

If the Superintendent and the Chair determine not to place an item on the agenda that a citizen has requested, the Chair will report this determination to the Committee at the next Committee meeting. Committee members then may vote on whether to place the item on the agenda for a future meeting.

SOURCE: MASC

LEGAL REFS.: M.G.L. c. [30A: 18-25](#)

CROSS REFS: [BE](#), SCHOOL COMMITTEE MEETINGS

[BEC](#), EXECUTIVE SESSIONS

[BEDA](#), NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

[BEDB](#), AGENDA FORMAT

Approved: August 25, 2021