

SCHOOL COMMITTEE	6000
SCHOOL COMMITTEE MEETINGS	6500
AGENDA FORMAT	6506
<i>REQUESTS FOR AN ITEM TO BE INCLUDED ON THE AGENDA</i>	<i>6506.01</i>

Any member of the School Committee, Melrose resident or other person having business before the Committee, may request that an item be included on the agenda. Requests must be specific, and in writing, and delivered to the Chairperson of the Committee, or the appropriate Subcommittee Chairperson, or the Superintendent's office at least four (4) full business days before any School Committee meeting for inclusion at that meeting. For example, if the Committee is meeting on Tuesday evening, a request must be received by the Chairperson or delivered to the Superintendent's office before the opening of business at the Superintendent's office on the preceding Thursday. The Superintendent shall forward all such requests to the presiding Chairperson. The Chairperson may waive the four (4) day requirement if a matter is considered to be urgent.

The Chairperson of the Committee or the appropriate Subcommittee Chairperson will decide whether to include a requested item on the agenda, deny it, or to defer the requested item to a later meeting, subject to the following conditions:

- The Chairperson should give due consideration to all requests.*
- Explanations as to why requests are denied or deferred are encouraged but are at the discretion of the Chairperson.*
- Requests that are explicitly endorsed by three (3) or more School Committee members or the Superintendent and two (2) School Committee members will be honored by the Chairperson and included on the agenda although they may be deferred for one (1) regularly scheduled meeting, if necessary, for scheduling concerns. Deferrals for longer than one (1) regularly scheduled meeting will require an approved motion of the Committee.*
- A quorum of Committee members will not discuss or debate the consideration of agenda items except as allowed by the Massachusetts Open Meeting Law.*

~~REQUESTS TO BE INCLUDED ON THE AGENDA~~

~~6506.01~~

~~Any Melrose resident, or others having business before the Committee, may leave with the Superintendent a written request to be placed on the agenda of the Committee on a specific matter, no later than the Thursday at 12 noon before the next Committee meeting.~~

~~NOTE:~~

~~“No person shall address a public meeting of governmental body without permission of the presiding officer at such meeting, and all persons shall, at the request of such presiding officer, be silent. If, after warning from the presiding officer, a person persists in disorderly behavior, said officer may order him/her to withdraw from the meeting, and, if he/she does not withdraw, may order a constable or any other person to remove him/her and confine him/her in some convenient place until the meeting is adjourned.~~