

1.3 Agenda

1.3.1 Construction: The Agenda for each meeting shall be prepared by the *Executive Secretary* ~~Superintendent~~ under the direction of the Chairperson (of the School Committee or the appropriate subcommittee Chairperson) *in accordance with applicable School Committee policy*. ~~Any committee member may submit agenda items through the Superintendent or Chair; and whenever possible, all agenda items shall be submitted five days in advance of such meetings. If a suggested item is rejected, the Chair shall give reason for such rejection. In the event of rejection, three (3) members of the Committee may request that the Superintendent place the item on the Agenda.~~

The subcommittee chairpersons shall be responsible for assisting the *Committee Chairperson* and *Executive Secretary* ~~Superintendent~~ in preparing their portions of the Agenda for meetings.

1.4 Public Participation. Public participation shall be consistent with School Committee Policy number 6506.1 and shall be invited during the first half hour of each regularly scheduled meeting of the committee, ordinarily from 7:30 p.m. to 8:00 p.m. Changes regarding the starting time, ending time and/or duration of the public participation session shall require a roll call vote of the full committee.