VOTING METHOD

Open meeting

Votes of the School Committee will be taken by voice vote or a hand count and shall be recorded in
the minutes. If the vote is unanimous only that fact need be recorded. No vote taken at an open
session shall be by secret ballot.

All actions will require a majority vote of all members present and voting except as state law,
Robert's Rules of Order, Newly Revised, or policies of this Committee require a larger majority. A
majority of the members of the School Committee will constitute a quorum.

A two-thirds vote will be required to suspend parliamentary rules of order.

Any member may request a roll call upon any matter to be voted upon, and on such request, the
Secretary shall call the roll and a record made of the vote of each member. Every member present
shall make a record of the vote of each member. No proxy voting shall be allowed.

A motion made and seconded may be withdrawn at the request of the mover by consent of the
majority of the Committee members present, at any time prior to the same being voted upon. Any
matter laid upon the table, without date, shall not be taken from the table for action without a
majority vote to this effect.

Every member present when a vote is taken who remains silent at the time of taking of the vote shall
be considered as acquiescing with the majority in the matter so voted upon, unless he/she breaks
such silence and requests to be recorded otherwise; but no member may be recorded as not voting.
Any member may change his/her vote, and any member remaining silent when a vote is being taken
may have his/her vote recorded upon request at any time before the Chair has announced the result
of the vote.

Executive Session

A majority of the members of the School Committee must vote to enter into executive session, with
the vote taken by roll call and recorded in the official minutes.

All votes taken in executive session will be recorded roll call votes, and will become part of the
minutes of executive sessions. Any votes taken to ratify employment contracts or collective
bargaining agreements shall be taken in open session.

APPROVED/UPDATED: February 13, 2001; August 20, 2002; September, 2017

LEGAL REFs.: M.G.L. 39:23A; 30A:18-25; 71:42; 71:50