

# BURRILLVILLE SCHOOL COMMITTEE

## BY-LAWS

### Article 1 - Organization

#### Section 1. Powers and Duties

The management and control of the Burrillville Public Schools shall be vested in the Burrillville School Committee, here in after sometimes referred to as the Committee, which shall exercise the powers and discharge the duties imposed by law upon school committees in the State of Rhode Island. The Committee shall abide by statutes in the state constitution, court decisions pertaining to education, and any other binding State or Federal Regulations and Legislation.

As a policy making body, the Committee is the authority for the formulation of policies governing the public schools and the adoption of rules and procedures needed to put the policies into operation.

The decisions and actions of a single member of the School Committee cannot be binding on the entire community. The Committee must exercise its powers and duties only in legally held meetings for the purpose of transacting business, where a majority of the Committee constitutes a quorum.

#### Section 2. Membership

The Committee shall consist of seven members elected pursuant to law. The term of office shall be for a period of four (4) years. A member cannot be a regular employee of the Burrillville School System.

#### Section 3. Organizational Meeting

The Committee shall meet for the organization of the Committee on the second Tuesday of November of each even-numbered year and organize by the election of one of its members as a chairperson, another of its members as a vice-chairperson, and a third member as a clerk.

Section 4. Vacancies on the Committee

Vacancies occurring on the Committee shall be filled by appointment according to Town Charter.

**Article 2 – Duties of Officers**

Section 1. Duties of the Chairperson

The chairperson shall preside at all meetings of the Committee when present. He/she shall appoint a secretary for the purpose of keeping minutes of the meeting. the position of secretary shall not be filled by a school committee member. he/she shall also appoint members of all subcommittees, shall serve as ex-officio member of all subcommittees except as otherwise directed by the Committee, and shall perform such duties as required by law. The Chair shall be the official spokesperson for the Committee.

Section 2. Duties of the Vice-Chairperson

In the absence of the chairperson, the vice-chairperson shall preside at the regular and special meetings. In the event that the chairperson is incapacitated due to prolonged absence or illness, the vice-chairperson shall assume all the official duties of the chairperson. In the event that the chairperson resigns or in the event of death, the vice-chairperson shall assume office as chairperson. In the event that the position of vice-chairperson is vacated, a new vice-chairperson shall be elected at the next regular or special meeting.-

Section 3. Duties of the Clerk

The clerk shall maintain a journal of the proceedings, which shall be housed in the administrative offices.

The clerk shall be the signatory for all official documents in the absence of the chairperson.

Section 4. Duties of the Superintendent Relative to Committee Meetings

The Superintendent will serve as an ex-officio member of the Committee. He/she shall attend all meetings of the Committee unless unable to do so for just cause.

He/she shall publish notices of all meetings as required by law. He/she shall keep a complete record of the attendance and records of each meeting subject to examination by any member and shall preserve on file all papers relative to the business of the Committee.

He/she shall ensure that all members of the Committee are provided, in advance, with information relative to meetings.

He/she shall attest to all the official acts of the Committee and shall prepare and mail to the Rhode Island Commissioner of Education and to the United States Commissioner of Education all reports and matters of information that may be required.

Section 4. Absence of Officers

In the absence of the chairperson and the vice-chairperson, a chairperson pro tem shall be appointed according to the longevity of the remaining members.

**Article 3 - Meetings**

Section 1. Regular Meetings

All regular meetings of the School Committee shall be held on the second Tuesday of each month. Meetings shall be held at 7:00 p.m. in Conference Room at the Office of the Superintendent or at the Burrillville High School unless otherwise directed by a majority vote of the Committee.

Section 2. Special Meetings

Special meetings of the Committee may be called by the chairperson at his/her option and he/she shall call a special meeting at the individual request of any two members of the Committee.

In the absence of the chairperson, the superintendent must call a special meeting at the request of any two members of the Committee. The notice of such meetings shall be made by the superintendent at least twenty-four hours in advance and he/she shall inform each member of the Committee of the special matter or matters to be considered, furnishing the members with background and factual information whenever possible.

Section 3. Meeting Protocol

All meetings shall be publicized and conducted in accordance with the Open Meeting Law.

All meetings of the Committee shall be open to the public-except when allowed to be held in executive session pursuant to state law.

All legal or official actions of the Committee must be concluded before the meeting is adjourned and in accordance with the Open Meeting Law.

Section 4. Agenda

At all regular meetings of the Committee, the order of business shall be as follows:

1. Welcome/Roll Call/Pledge of Allegiance
2. Recognition
3. Consent agenda
4. Presentations by the Public to the Committee <sup>1</sup>
5. Public Comment <sup>2</sup>
6. Personnel
7. Old Business
8. Superintendent's Report
9. Administrators' Reports
10. Reports of Standing School Committee  
Subcommittees
11. Correspondence/Communications
12. New Business
13. Committee Comments
14. Adjournment

Section 5. Operations

The conduct of the meetings shall be governed by Robert's Rules of Order.

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<sup>1</sup> Anyone desiring to address the Committee or to bring matters before it shall arrange at least seven days in advance with the Superintendent so as to be placed on the agenda.

<sup>2</sup> Public comment shall be limited to items, opinions, or concerns directly related to public agenda items. Speakers are expected to be reasonable and respectful with their comments.

A majority of the members of the Committee shall constitute a quorum to conduct business.

Section 6. Subcommittees

There shall be two standing subcommittees of the School Committee: the Policy Subcommittee and the Budget Subcommittee. No Member shall serve on two Standing Committees at the same time.

Ad hoc subcommittees may be appointed by the Committee chairperson.

**Article 4 – Committee Benefits**

Section 1. Health Benefits

Effective September 1, 1988, any member of the Burrillville School Committee who leaves his/her position on the School Committee may receive the health benefits and life insurance provided to the Burrillville teachers at his/her own expense if each of the following requirements is met:

1. The person has been a member of the Burrillville School Committee for eight (8) years. The years of service need not be consecutive.
2. The member has not attained the age of 65 years.

Section 2. Memberships

The Committee shall join, support and actively participate in the Rhode Island Association of School Committees. All Association meetings should be attended by at least one Committee representative, whenever possible.

Section 3. Reimbursement of Expenses

Upon request, members may seek the approval of the Committee prior to being reimbursed for expenses incurred while officially representing the Committee at meetings, conventions, workshops or other such committee activities.

**Article 5 – By-Laws Revisions**

Section 1. Amendment to By-Laws

These By-Laws may be amended by a vote of the majority of the Committee at any regular or special meeting, provided the text of such amendment has been given to each member at least 14 days in advance.

Section 2. Relation to Previous By-Laws

Any amendment or repeal of a By-Law has the effect of making null any previous By-Law.

Revised and approved by the Burrillville School Committee:	4/11/00
Amended and approved by the Burrillville School Committee:	1/8/02
Amended and approved by the Burrillville School Committee:	3/12/02
Amended and approved by the Burrillville School Committee:	6/8/04

Amended and approved by the Burrillville School Committee: 12/13/05