

ERVING SCHOOL COMMITTEE

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.

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.

SOURCE: MASC

Updated July 2012

LEGAL REFS.: M.G.L. 3 [30A:18-25](#); [71:42](#); [71:50](#)

NOTE: It is useful to include in a policy on voting method the types of actions that require more than a simple majority vote of the School Committee.

If sections of a town or city charter apply, the appropriate references should be added to the legal references.

Reviewed and Edited by Erving Policy Committee: 11-17-20

First Reading by Erving School Committee: 12-15-20

Second Reading, First Vote by Erving School Committee: 1-19-21

Final Vote by Erving School Committee: 3-16-21