

## **ERVING SCHOOL COMMITTEE**

### **SPECIAL PROCEDURES FOR CONDUCTING HEARINGS**

In conducting all public hearings required by law, and others, as it deems advisable, the School Committee will:

1. Give due and public notice in line with statutory requirements and seek to publicize the meeting in all local media.
2. Make available printed information on the topic of the hearing.
3. Give all persons an equal opportunity to be heard in accordance with the Committee's policy.

The Chair of the Committee will preside at the hearing.

The public will be informed at the beginning of the hearing the particular procedure that will be followed in regard to questions, remarks, rebuttals, and any time limitations or other rules that must be followed to give everyone an opportunity to be heard.

In conformance with customary hearing procedures, statements and supporting information will be presented first by the Committee, or by others for the Committee; to comment, citizens must be recognized by the Chair, and all remarks must be addressed to the Chair and be germane to the topic. To assure that all who wish get a chance to speak, the Chair will recognize persons who have not commented previously during the hearing before recognizing persons who wish to remark a second time.

SOURCE: MASC

**NOTE: The details pertaining to conduct of hearings (such as requirements for granting due process, rules of evidence, the making of records and transcripts, and so on), whether established by state law or by Committee action, may be included in the manual as a regulation coded BEE-R. Policies and procedures for special types of hearings -- such as those related to student suspension, staff dismissal, programs and accommodations for handicapped children, and so on -- are better filed under terms related to those specific topics.**

Reviewed and Edited by Erving Policy Committee: 12-15-20

First Reading by Erving School Committee: 1-19-21

Second Reading, First Vote by Erving School Committee: 3-16-21

Final Vote by Erving School Committee: 04-13-21