

QUORUM AND VOTING METHODS

A quorum, the minimum number of members that must be present in order for the Committee to call a meeting to order and to conduct business, will be a majority (three members) of the School Committee.

A number less than the majority may adjourn a meeting (i.e., if only one or two members remain in a meeting, they may adjourn the meeting.)

All voting at Mansfield School Committee meetings must be by voice or roll call vote. The School Committee will not use secret ballot. Votes relayed by telephone or electronically, votes by proxy, or written votes by absent members are not valid.

The Committee will require a two-thirds vote to suspend parliamentary rules of order. A motion is out of order while another motion is being discussed, unless it is an amendment to the motion under consideration. Exceptions are the motion to adjourn, motion to table a previous motion, motion to refer the motion being discussed, and the motion to vote immediately (on the previous question); these are always in order.

The Chairperson will not wait for discussion of motions if no discussion is readily forthcoming, but will proceed to call the vote. All members should vote, including the Chairperson, unless a member declares him/herself not voting on a particular item. It will be the privilege of any member to have his/her vote on any motion recorded by name.

The Chairperson will announce the result of any vote taken. No action will carry unless it receives the vote of a simple majority of the members present. The School Committee may, under certain circumstances and for certain kinds of action, require more than a majority vote to carry.

The official by-laws of the School Committee may be amended by vote of a majority of the full Committee at a regular meeting provided the proposed amendment has been introduced in writing at the previous regular meeting and the notice of the proposed amendment has been introduced in writing at a previous regular meeting and the notice of the proposed change is included in the call of the meeting at which action is to be taken.

Open Meeting

The School Committee will vote by voice vote. The secretary to the Committee or Chairperson will record the vote in the minutes. If the vote is unanimous only that fact need be recorded.

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, with the vote of each member recorded in the minutes of executive sessions.

Revised: October 6, 2015

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SOURCE: MASC

OTHER REFS: *Robert's Rules of Order, Newly Revised*

LEGAL REFS.: M.G.L. 30A:18-25; 71:42; 71:50
940 CMR 29 Open Meeting Regulations

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.