

CITY OF CAMBRIDGE

RULES

OF THE

SCHOOL COMMITTEE

2008-2009

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CHAPTER I

Organization

Section 1. Organization of the School Committee. The School Committee of the City of Cambridge shall meet on the first Monday of January after each biennial election, at a time to be designated, for the purpose of organization. The Mayor shall be Chair of the School Committee. A Vice Chair shall be elected by roll call vote. The School Committee shall adopt rules of procedure to govern its actions.

Section 2. Regular Meetings. The regular meetings of the School Committee shall be held on the first and third Tuesday evening at 6:00 o'clock during the months of September through June. During the months of July and August one regular meeting of the School Committee shall be scheduled. No meeting of the School Committee shall go beyond 10:00 o'clock in the evening. Any extension of the meeting beyond 10:00 o'clock in the evening requires a motion and a two-thirds vote of the School Committee as provided below in Chapter II, Section 4.1. If necessary, the Chair shall have the option of calling a meeting as provided below in Chapter I, Section 3, Special Meetings.

Section 2.1. Cancellation of Meetings. No meeting of the School Committee shall be canceled or otherwise postponed unless four (4) members shall notify the Executive Secretary to the School Committee in writing prior to the meeting. The Executive Secretary to the School Committee shall notify the City Clerk and the Public Information Office immediately following receipt of notification of cancellation of a meeting. No meeting of any subcommittee of the School Committee shall be canceled or otherwise postponed unless a majority of members of the subcommittee, one of whom must be the chairperson, shall notify the Executive Secretary to the School Committee in writing, by telephone or in person prior to the meeting, except that the Subcommittee on the Budget shall cancel or postpone its meeting only upon the written notification to the Executive Secretary to the School Committee by not less than four members. The Executive Secretary to the School Committee shall notify all members of the School Committee in the event of a cancellation or postponement of any meeting. In the event of an emergency due to extraordinary circumstances, the requirement that notification of cancellation be provided in writing shall be waived, and members may notify the Executive Secretary to the School Committee of their desire to cancel a meeting by telephone, email, facsimile or in person. Any verbal request for cancellation must be followed by a written request. No regular meeting of the School Committee shall be canceled or otherwise postponed without the affirmative decision of two-thirds of the membership of the School Committee.

Section 3. Special Meetings. Special meetings of the School Committee may be called by the Chair and shall be called by the Executive Secretary upon the written request of not less than three members of the School Committee. Not less than forty-eight (48) hours notice of a special meeting shall be given to each member. The Executive Secretary shall notify all members by telephone, email, facsimile and/or in person and shall follow any verbal notification with a

written notification of such meeting to each member. The question or proposals for consideration shall be specifically stated in the notice and no other matter shall come before the meeting. The time and place of special meetings shall be designated in the call.

Section 3.1. Hearings. The second Tuesday of each month, during the months of September through June, shall be set aside for hearings required by law or as the Superintendent and School Committee jointly deem advisable. If no hearing is scheduled for the second Tuesday, the School Committee shall not be convened for that purpose. To give the School Committee an opportunity to study the matters heard, action on these matters will be deferred to a regular meeting of the School Committee. If necessary, the Chair shall have the option of calling a roundtable as provided for below in Chapter I, Section 3.2. Roundtables.

Section 3.2. Roundtables. Up to a total of six (6) meetings per year may be used for roundtable meetings as the Superintendent and School Committee jointly deem advisable. The date for a particular roundtable shall be set in accordance with the provisions of Chapter I, Section 3. Special Meetings. At a roundtable meeting, no votes shall be taken except upon a motion to adjourn. The meeting shall not be broadcast on cable television unless a majority of Members vote to have it televised and it is so stated in the call of the meeting. The Chair of the School Committee and the Superintendent shall jointly determine the agenda for a roundtable meeting in consultation with the other members of the School Committee.

Section 3.3. Joint Meeting with City Council. The School Committee will, working through the Chair of the School Committee, schedule two annual joint meetings with the City Council - a budget meeting held in the spring and a more general meeting on goals and progress in the fall. Communication between the City Council and the School Committee will take place through the Chair of the School Committee and/or the School Committee's Executive Secretary.

Section 3.4. Standing Meeting with Superintendent of Schools. The Chair and/or Vice Chair of the School Committee will, when needed, have a standing meeting with the Superintendent prior to any scheduled public meeting, workshop or hearing to collaborate on Agenda setting and to help focus both the Agenda of the School Committee and the Superintendent of Schools on the goals of the School Committee. Such standing meetings will be held by agreement between the Superintendent and the Chair and/or Vice Chair.

Section 3.5. Public Retreats. Up to a total of four (4) retreats may be held as the Superintendent and School Committee jointly deem advisable. The date for a particular retreat shall be set in accordance with the provisions of Chapter I, Section 3. Special Meetings. At a retreat, no votes shall be taken except upon a motion to adjourn. The meeting shall not be broadcast on cable television. The Chair of the School Committee and the Superintendent shall jointly determine the agenda for a retreat in consultation with the other members of the School Committee.

Section 4. Minutes. The minutes of the School Committee shall be published and distributed under the direction of the Executive Secretary. Minutes shall include the date, time, place; members present or absent; and action taken at each meeting. On all matters on which there has been a roll-call vote, the minutes shall reflect the votes of the individual members.

Section 5. Office Hours. The Office of the School Committee shall be open every day throughout the year from 8:00 a.m. to 5:00 p.m. except Saturdays, Sundays and holidays. All other office hours shall be as stipulated in contracts with the Clerical Association, Cambridge Teachers Association, in force from time to time.

Section 6. State and National Associations. The School Committee shall maintain an active membership in state and national school committee associations. Members of the School Committee who travel or attend meetings and conferences at school department expense shall be required to file with the Executive Secretary to the School Committee within thirty (30) days following the close of such meetings and conferences, a written statement of their expenses, including without limitation, copies of all receipts for expenses incurred in connection with such attendance.

Section 7. Subcommittees: Subcommittees, except the Subcommittee on the Budget, which shall be a Committee of the Whole, shall be comprised of three Members. The Vice Chair shall appoint the subcommittees and designate the Chair of each subcommittee. The current subcommittees of the School Committee are as follows:

1. Budget - Committee of the Whole
2. Policy and Procedures
3. Governance
4. Community Relations
5. Buildings and Grounds and Long Range Planning
6. Curriculum, Instruction, Assessment
7. Ad Hoc Committee - Achievement Gap
8. Joint Committee with the City Council - Public Facilities, Art & Celebrations
9. Joint Committee with the City Council - Cable TV, Telecommunications & Public Utilities

A quorum for subcommittees, in order to conduct business, shall be two, but no binding action shall be taken, only recommendations made to the full School Committee.

Subcommittees may take up all business that may properly come before it and matters that get referred by the entire School Committee. The Superintendent or his/her designee shall be assigned to each subcommittee established. The Superintendent's ability to communicate to the School Committee about educational or curriculum issues through the Superintendent's Agenda remains.

The School Committee, by a vote of a majority of the total membership of the School Committee, shall reserve the right to recall any matter from subcommittee. A matter so recalled

shall not again be eligible for referral to subcommittee without a vote by a majority of the total membership of the School Committee.

Section 7.1. Special Subcommittees and Ad Hoc Subcommittees: Special subcommittees and ad hoc subcommittees may be established as proposed by the Vice Chair and confirmed by vote of the School Committee with such membership and duties and for such duration as the School Committee deems fit. The Vice Chair shall appoint members of any such special subcommittee and/or ad hoc subcommittee.

Section 8. Student Representation. Student representatives who serve as non-voting members of the School Committee shall be identified and encouraged to participate in School Committee meetings.

CHAPTER II

Rules of Procedure

Section 1. School Committee Business. All School Committee business, including correspondence must be received in the Office of the Executive Secretary to the School Committee not later than 5:00 p.m. on the Thursday before the day (Tuesday) of the next regular meeting of the School Committee, and the Agenda, including the Superintendent's recommendations, motions by members, reports of sub-committees and other communications and reports to School Committee, shall be delivered to the School Committee by 5:00 p.m. on the Friday before the regular meeting. Supplemental recommendations from the Superintendent are to be submitted before 4:00 p.m. on the Monday preceding the Tuesday meeting. Members of the School Committee will make every effort to ask questions about the Superintendent's recommendations and/or supplemental recommendations to the Superintendent and/or his/her designee on the Monday preceding the Tuesday meeting.

Section 1.1. Order of Business. At every regular meeting of the School Committee the order of business shall be as follows:

1. Presentation of records of the last regular meeting and any intervening special meeting for approval
2. Public testimony on Agenda
3. Reports and/or comments from Student School Committee Members
4. Reconsideration of votes taken at previous meeting
5. Unfinished Business from previous meeting
 - A. Calendar
 - B. Tabled Matters
 - C. Awaiting Reports
6. Agenda - New Business
7. Agenda - Non-Consent Business
8. Addendum to Agenda (Late Orders)

The Chair, however, may suspend the regular order of business by a majority vote of those members of the School Committee present.

Section 1.2. Agenda. The Chair of the School Committee and the Superintendent will arrange the order of the items on the Agenda so that the School Committee can

accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The School Committee will follow the order of business as established by the Agenda, except under a suspension of the Rules in order to expedite School Committee business or for the convenience of individuals appearing before the School Committee.

The Agenda shall include a listing of all recommendations being brought forward. Such listing shall include the recommendation number, date of the recommendation and descriptive title. The Agenda also shall include a listing of all motions, reports and other communications and reports to the School Committee. Such listing shall include the number, date and a brief description.

Agenda for all regularly scheduled meetings held by the School Committee shall be available to the public and the press. Copies of the Agenda shall be filed with the Office of the City Clerk and posted in the Office of the School Committee. On the Monday prior to the meeting, copies of the Agenda shall be made available at the Cambridge Public Library, Cambridge Public Schools Office of Public Information, the Office of the School Committee and the main office at each Cambridge Public School, and copies of the Agenda shall be posted on the Cambridge Public Schools website.

Section 1.3. Notices of Meetings. Except in an emergency, notices for all meetings of the School Committee shall be filed with the Office of the City Clerk and posted in the Office of the School Committee, at least forty-eight (48) hours, including Saturdays, but not Sundays and legal holidays, prior to such meetings. Except in an emergency, copies of the Notices of Meetings shall be made available at the Cambridge Public Library, Cambridge Public Schools Office of Public Information and Office of the School Committee, at least forty-eight (48) hours, including Saturdays, but not Sundays and legal holidays, prior to such meetings.

Section 1.4. Unfinished Business. Unfinished Business of the School Committee shall be addressed in the following manner:

- A. Calendar. All items that are placed on the School Committee Calendar, pursuant to the provisions of the last sentence of Chapter II, Section 5, below, shall automatically be placed on the School Committee's Consent Agenda to be addressed and reviewed by the School Committee at its next scheduled meeting.
- B. Tabled Matters. All items that are placed on the School Committee Tabled Matters may be brought up at the discretion of the members of the School Committee by motion.
- C. Awaiting Reports. Members of the School Committee will be limited to two report requests at any one time from the Superintendent's Office. This limitation includes reports requested by sub-committees of the School Committee. Report requests must be approved by a two-thirds vote of the School Committee and may

include a timetable for completion. The Superintendent will designate a staff person to research and expedite these reports in a timely fashion. Upon completion, the report will be distributed to all members of the School Committee. The Superintendent will have the right to report back to the School Committee with an estimate of resources and/or cost for completion of the report and request a further vote of the School Committee to authorize the expenditure of such resources or costs. The Superintendent will provide the School Committee with the reports called for by School Committee policy. Any questions by a member about the timeframe of a response to a report shall be directed to the Superintendent outside regular business meetings.

Section 1.5. Policy Review and Adoption. The first time that a policy recommendation appears on the Agenda, the School Committee shall hear public testimony on the item and engage in discussion and comment on the policy recommendation (hereinafter referred to as the “First Reading”). The matter shall then be placed on the calendar in accordance with the provisions of Section 1.4(A) above to be placed on the School Committee’s Consent Agenda to be addressed and reviewed by the School Committee at its next scheduled meeting (hereinafter referred to as the “Second Reading”). The Superintendent will be expected to respond to comments, questions and concerns that are raised at the First Reading of the policy recommendation. If the proposed policy recommendation is modified by the Superintendent after the First Reading, then the School Committee shall permit the Superintendent to substitute the revised policy recommendation and the revised policy recommendation shall be the basis for public testimony and discussion and comment by the School Committee at the Second Reading, otherwise, the original policy recommendation shall be the basis for public testimony and discussion by the School Committee at the Second Reading. In accordance with the provisions of Chapter II, Section 16 of these Rules, the School Committee may suspend the Rules pertaining to this process by a two-thirds vote.

Section 2. Quorum. Four members of the School Committee shall constitute a quorum for the transaction of business. The Chair, or in his/her absence, the Vice Chair, shall call the meeting to order. In the absence of a quorum, the presiding officer, as the case may be, shall cause the Executive Secretary to determine whether there are sufficient members in the building to provide a quorum. Should the answer be in the negative, the presiding officer shall be required to rule “no quorum” and adjournment of the meeting shall be taken without the transaction of any business, subject to further call in accordance with the *Rules of the School Committee*.

Section 3. Open Meetings. All meetings of the School Committee, and any of its subcommittees, shall be open to the public and press; however, the School Committee has the right to sit in an executive session, closed to the public and the press, when it meets the following procedural conditions imposed by state law:

1. The School Committee shall first convene in an open session for which notice has been given.

2. A majority of the members must vote to enter the executive session with the vote taken by roll call and recorded in the official minutes.
3. The Chair, or in his or her absence, the presiding member, shall cite the purpose for the executive session.
4. The Chair, or the presiding member, shall state before entering the executive session whether the School Committee shall reconvene after the executive session.
5. The School Committee shall enter executive session only to:
 - a. Discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual, provided that the individual involved in such executive session has been notified in writing by the School Committee, at least forty-eight (48) hours prior to the proposed executive session. Notification may be waived upon agreement of the parties.
 - b. Consider the discipline or dismissal of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual provided that the individual involved in such executive session has been notified in writing by the School Committee at least forty-eight (48) hours prior to the proposed executive session. Notification may be waived upon agreement of the parties.
 - c. Discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body, to conduct strategy sessions in preparation for negotiations with nonunion personnel, to conduct collective bargaining sessions or contract negotiations with nonunion personnel.
 - d. Discuss the deployment of security personnel or devices.
 - e. Investigate charges of criminal misconduct or to discuss the filing of criminal complaints.
 - f. Consider the purchase, exchange, lease or value of real property, if such discussion may have a detrimental effect on the negotiating position of the School Committee and a person, firm or corporation.
 - g. Comply with the provisions of any general or special law or federal grant-in-aid requirements.

- h. Consider and interview applicants for employment by a preliminary screening committee or a subcommittee appointed by a governmental body if an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee or a subcommittee appointed by a governmental body, to consider and interview applicants who have passed a prior preliminary screening.
- i. Meet and confer with a mediator, as defined in section twenty-three C of chapter two hundred and thirty-three, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or body, provided that: (a) any decision to participate in mediation shall be made in open meeting session and the parties issues involved and purpose of the mediation shall be disclosed; and (b) no action shall be taken by any governmental body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open meeting after such notice as may be required by law.

In the case of 5(a) and 5(b) above, an open meeting shall be held if the individual requests an open meeting. To this end, any matter legally qualifying for discussion in closed session under 5(a) and/or 5(b) above shall be placed on the Calendar, and due notice shall be given to the individual involved within five (5) days after the regular meeting at which the matter was first raised. If the individual fails to inform the Executive Secretary to the School Committee at least four (4) days prior to the next scheduled regular meeting of the School Committee as to whether the issue should be discussed in open or executive session, the School Committee shall act as it sees fit, within the framework of the law and the best interests of the school department.

Accurate records of the proceedings conducted in executive session shall be kept, setting forth the date, time, place; members present or absent; and action taken at each meeting. The records of each meeting shall become a public record and be available to the public; provided, however, that the records of any executive session may remain secret as long as publication may defeat the lawful purposes of the executive session, but no longer. All votes taken in executive session shall be recorded roll call votes and shall become a part of the record of said executive sessions. The School Committee shall ratify and affirm all votes taken in executive session in an open meeting.

The Superintendent or his or her designee shall attend all executive sessions of the School Committee, except those which pertain to strategy sessions in preparation for negotiations with the Superintendent and/or strategy sessions with respect to litigation between the Superintendent and the School Committee as detailed in subsection 5(c), above. The School Committee and/or Superintendent may invite staff members and others to attend such executive sessions at its discretion.

Section 4. Order. The presiding officer shall preserve order in the meetings and decide all questions of order, subject to an appeal to the School Committee by any member, which appeal shall be decided without debate.

Section 4.1. Starting and Ending Times of Regular Meetings. Regular meetings will begin promptly at 6:00 p.m. (assuming a quorum) and end at 10:00 p.m. Motions to extend the meeting will require a two-thirds (2/3) vote.

Section 4.2. Public Testimony. Public testimony will be limited to three (3) minutes per individual and will be limited to those matters on the Agenda. Members of the public wishing to speak must register their intent prior to the meeting on a form provided for said purpose by the Executive Secretary to the Superintendent. The Chair may limit testimony to two (2) minutes based on the number of individuals signed up to speak. The Chair will announce the time limit prior to the public testimony period at every regular meeting. The public will also be encouraged to submit their testimony in writing either by e-mail or by faxing or mailing them to the Executive Secretary to the Superintendent. The public also may submit testimony, in writing, to the School Committee on matters not on the Agenda by e-mail or by faxing or mailing them to the Executive Secretary to the Superintendent.

Public testimony shall not take place at roundtable meetings or at public retreats of the School Committee, where no matter being discussed may be finally considered, in that no votes may be taken. Written testimony will be accepted and made part of the record of the meeting. The opportunity for the public to testify on items discussed at roundtable meetings or at public retreats shall be at the regular or special meeting at which the item may be considered for action by the School Committee.

Section 4.3. Meeting Etiquette. To promote efficient orderly meetings and in keeping with *Robert's Rules of Order*, the Chair will work to:

- (a) refer new matters that need further study or questioning to the Superintendent or to the subcommittee on budget or collective bargaining negotiations or any other subcommittee agreed upon by the School Committee and the Superintendent;
- (b) encourage late orders to be reserved for motions that are ceremonial rather than substantive;
- (c) repeat the motion on the floor to make sure all members know what is being discussed and/or voted;
- (d) allow enough time after a main motion is introduced for members to bring in amendments and other types of motions as outlined in *Robert's Rules of Order*;
- (e) call for a second, if one has not been heard, and announce failed motions and motions without a second so that it is clear that such motions have failed or do not have a second;

- (f) promote a formal atmosphere, with members referring to other members in the third person, and speaking to each other and to members of the public through the Chair; and
- (g) promote a courteous and respectful tone throughout the meetings.

Section 4.4. Debate on Motions. Debate on motions will be limited to five (5) minutes per member in the first round and two (2) minutes in the second round. The Executive Secretary will keep time. The Chair may change the amount of time allotted to each member and may elect to use a “round robin” format to promote more efficient debate. The Chair will work to make sure comments are germane to the motions on the floor.

Section 5. Motions. The names of members introducing motions, orders and resolutions shall be recorded in the School Committee records. Motions, orders and resolutions shall require a second and no debate shall be in order until the Chair states the immediately pending question. Any order, motion or resolution may be passed through all its stages of legislation at any one session, except as hereinafter defined, provided that no member of the School Committee objects thereto; but if any member of the School Committee objects the measure shall be postponed for that meeting. Any measure postponed under this provision and placed on the School Committee’s Calendar shall, pursuant to the provisions of Chapter II, Section 1.4(A) above, automatically be placed on the School Committee’s Consent Agenda to be addressed and reviewed by the School Committee at its next scheduled meeting.

Section 6. Precedence of Motions. When motions are made naming sums or fixing times, the largest sum or longest time shall first be put to a vote. If a question is under debate, the only motions in order shall be: (1) to adjourn; (2) to suspend the rules; (3) to lay on the table; (4) for the previous question; (5) to postpone to a day certain; (6) to commit or recommit; (7) to amend; (8) to postpone indefinitely. The motions shall have precedence in the order named.

Section 7. Non-debatable Motions. Motions to adjourn, to lay on the table or take from the table and for the previous question shall be decided without debate unless unanimous consent of the School Committee is granted a member to speak. The previous question shall be put in this form, “Shall the main question now be put?” The adoption of this question shall end debate and bring the School Committee to a vote on pending amendments, if there are any, and then upon the main question.

Section 8. Adjournment. A motion to adjourn shall always be in order, except when a member has the floor or a question has been put and not decided.

Section 9. Rescind. Any motion to rescind shall lay on the table until the next regular meeting and shall require four (4) votes for passage.

Section 10. Reconsideration. The actions of the School Committee on any question shall not be reconsidered at the same meeting except under suspension of the rules. If any member shall give notice in writing to the Executive Secretary to the School Committee at the meeting or

before 5:00 p.m. of the second day following that on which the meeting was held of his/her intention to do so, he/she may move reconsideration at only the next meeting of the School Committee. Only one motion for this purpose shall be in order.

Section 11. Executive Secretary to Retain Papers. The Executive Secretary to the School Committee shall retain in his or her possession all papers upon which action has been taken by the School Committee at any meeting until the right to file a motion to reconsider has expired; and, if such notice is filed, he or she shall continue to retain the papers relating thereto until after the following meeting of the School Committee.

Section 12. Votes. A majority of the members present shall suffice to pass any vote, order or resolution (except as hereinafter defined), but motions calling for the appropriation or expenditure of money shall require the affirmative vote of four (4) members.

Section 13. Roll Call. The call of the roll shall be taken on any question whenever a member shall so request and the order of roll call shall rotate alphabetically from meeting to meeting.

Section 14. Appeals from Ruling of the Chair. The Chair or the presiding officer in the absence of the Chair shall have the sole authority to rule on all questions of order subject to appeal by any member of the School Committee. The question shall be, "Shall the ruling of the Chair be sustained?" Such appeal, if seconded, shall immediately be put to vote, without debate, save that the Chair or the presiding officer in the absence of the Chair shall be permitted two (2) minutes in which to explain the ruling in question. An affirmative vote of the majority vote of those present shall be required to reverse a ruling by the Chair or the presiding officer in the absence of the Chair.

Section 15. Amendments. Any amendment of these Rules shall be proposed at a regular meeting in writing, but shall not be voted upon before the next meeting.

Section 16. Parliamentary Procedure. The conduct of the meetings and business of the School Committee shall be in accordance with the rules of parliamentary procedure as laid down in the most recently revised edition of *Robert's Rules of Order*, except as specifically provided elsewhere in these Rules of the School Committee or by law. In accordance with *Robert's Rules of Order*, the School Committee may suspend parliamentary rules of order by a two-thirds vote.

Section 17. Biennial Election Year. No appointment or promotion shall be made or recommended and no increase in salaries of any of the personnel shall be granted after the date of the biennial election to hold anyone beyond the term of the present School Committee. Further, this rule shall not apply to the appointment of teachers.

Section 18. Acceptance of Grants for Expenditure. Pursuant to the provisions of M.G.L.c. 44, §53A, the Superintendent or his/her designee may submit applications for grants or gifts from federal, state, charitable foundation, private corporation or individual. Grant or gift awards for educational purposes must be submitted to the School Committee for acceptance and approval prior to expenditure.

Section 19. Approval of Service Contracts and Travel. Service contracts and travel by staff under twenty-five thousand dollars (\$25,000) will not require approval by the School Committee with the exception of service contracts or travel by staff that cumulatively total more than twenty-five thousand dollars (\$25,000) in a fiscal year. Contracts will be submitted in a timely fashion and stale dates will be the exception not the rule. A list of contracts under twenty-five thousand dollars (\$25,000) will be forwarded to the School Committee semi-annually, and a list of all travel by staff under twenty-five (\$25,000) will be forwarded to the School Committee semi-annually.

Section 20. Annual Review of Rules. The School Committee will annually review these rules, and shall bring forward proposed amendments or revisions in accordance with the provisions of Chapter II, Section 15 above. Any amendments or revisions that are adopted by the School Committee shall be incorporated into the text of the *Rules of the School Committee* and the “*Citizens’ Guide to Public Testimony*” will be revised, as necessary, to reflect any such amendments or revisions.

Section 21. City Council Information Requests. All requests for information or motions passed by the Cambridge City Council that pertain to the Cambridge Public School Department shall be sent to the School Committee for part of the Agenda. The School Committee will refer such requests for information or motions to the Superintendent.

CHAPTER III

Duties of the Executive Secretary

Section 1. School Committee Meetings. The Executive Secretary shall be present and act as Executive Secretary at all School Committee meetings.

Section 2. General Duties. The Executive Secretary shall give the members of the School Committee written notice of all meetings, call special meetings of the School Committee when requested to do so by the Mayor or three or more members of the School Committee, attend the meetings of the School Committee, record its votes, orders and proceedings in a permanent record book, be custodian of the School Committee's records and other papers, and send to each school and school building copies of minutes of the School Committee meetings as soon as the approval of the minutes by the School Committee becomes final. The duties of the Executive Secretary are further defined in a job description for said position.

Section 3. Custodian and Agent of School Committee. The Executive Secretary shall be custodian of the School Committee's records and other papers and preserve files of communications and documents of the School Committee. Additionally, the Executive Secretary shall act as agent of the School Committee.

Section 4. Signing of Approved Contracts. The Executive Secretary shall sign any contracts that have been approved by a majority of the School Committee on a roll call vote. A copy of the order approving said contracts shall be attached to the signature page of said contracts.