

BY-LAWS
OF
THE NORTH PROVIDENCE SCHOOL COMMITTEE

ARTICLE I – SCHOOL COMMITTEE ORGANIZATION

Section 1. MEMBERSHIP

- (a) In accordance with section 22-1-1 of the North Providence Town Charter the School Committee of the Town of North Providence consists of seven (7) members serving a four (4) year term. One (1) member shall be elected at-large and two (2) members shall be elected from each of the three districts.
- (b) The School Committee shall organize based on the requirements of the North Providence Town Charter.
- (c) Each member before acting shall be duly sworn to the faithful performance of the duties of his office.

Section 2. APPOINTMENT OF OFFICERS

- (a) At each meeting for organization, before the transaction of any other business, the Committee shall elect, from its members, a Chairperson and Vice Chairperson who shall hold office until the next meeting for organization and until their successors are elected and have qualified. The election of these officers shall be by nomination and shall require the votes of a majority of the members present. At the meeting held of the new year following the town election, the committee shall, by majority vote, select its Secretary and Legal Counsel for the ensuing term.
- (b) If the office of Chairperson or Vice Chairperson becomes vacant through death, resignation, inability to serve, absence or any other cause, the Committee shall elect, from its members, a replacement to hold office until the next meeting for organization and until their successors are elected and have qualified.

ARTICLE II – SCHOOL COMMITTEE MEETINGS

Section 1. QUORUM

- (a) Four members of the Committee shall constitute a quorum, but less than a quorum may adjourn to a certain day.

Section 2. SCHEDULE OF MEETINGS

- (a) Regular meetings of this School Committee shall be held on the fourth Wednesday of each month at 6:30 p.m., unless changed by the School Committee, at the high school or a school or place that is designated. However, if the day of any such meeting is a legal holiday, the regular meeting shall be held on the evening which is agreeable to the majority of the School Committee. A meeting for organization shall be a regular meeting of the Committee.

- b) Special meetings may be called by the Chairperson or upon the signed request of any three members of the Committee by means of a forty-eight hours or greater notice being given in writing to each of the members. Provided, however, a meeting may be called by three or more members without the normally required forty-eight hours advance notice when an emergency meeting is deemed necessary to address an unexpected occurrence that requires immediate action to protect the public and in accordance with applicable state law.

If an emergency meeting is called, a meeting notice and agenda shall be posted as soon as practicable and, upon meeting, the Committee shall state on the record and minutes why the matter must be addressed in less than forty-eight hours. The notice shall set forth the time, place and purpose of said emergency meeting and no other business than that stated in the call shall be in order at said meeting. A copy of the notice of all regular, special and emergency special meetings and a record of the date on which the notice was posted shall be maintained by the Committee for a minimum of one year following the meeting.

- c) All business relating to the North Providence Public Schools shall be transacted by the School Committee in an open meeting except for those matters permitted to be discussed pursuant to R.I. Gen. Laws § 42-46-5. All executive session business shall be conducted in accordance with R.I. Gen. Laws § 42-46-1 *et seq.*

Section 2. RULES OF COMMITTEE MEETING PROCEDURE

- (a) The Chairperson of the School Committee shall be presiding officer at all meetings of the school committee. In his or her temporary absence or disability, the Vice Chairperson shall exercise all the duties and prerogatives of the Chairperson.
- (b) The presiding officer shall preserve order and decorum at all meetings of the school committee.
- (c) The presiding officer may speak in preference to any other member of the School Committee; and shall decide all questions of order. Any member of the School Committee may appeal from the ruling of the presiding officer by moving as soon as the ruling is made, that the ruling of the presiding officer be referred to the members of the School Committee who are present. Upon said motion being seconded, the presiding officer shall immediately, without debate, put the question, "Shall the ruling of the chair be sustained?" which questions shall be decided by a majority vote of the members present.
- (d) The presiding officer shall propound all the questions and motions in the order which they are moved unless the subsequent motion be previous in nature.
- (e) An affirmative vote of at least (4) four members of the School Committee shall be required for the transaction of business. A smaller number may adjourn from time to time until a quorum is present. All items requiring a vote shall be submitted and voted upon in a resolution format.

- (f) The order of business of each meeting shall be as follows:
1. Call to Order.
 2. Salute to The Flag.
 3. Chair to Report Out Any Votes Taken in Executive Session.
 4. Approval of Minutes.
 5. Correspondence.
 6. Public Comments.
 7. Superintendent's Report.
 8. School Committee Reports/Requests.
 9. Old Business.
 10. New Business.
 11. Approval of Bills.
 12. Use of Property Requests.
 13. Requests to Address Committee.
 14. Pending Business.
 15. Questions on Agenda Items.
 16. Adjourn.
- (g) Members of the public will be allowed five minutes each to speak on agenda items. Five minutes will also be allowed for a member of the public to address any question or concern on agenda items.
- (h) Members of the public who have requested to address the School Committee, pursuant to these bylaws, shall be allowed fifteen minutes each to speak. A one-hour period per regular meeting shall be allotted for this purpose.
- (i) At all special meetings call of the School Committee, the first order of business shall be the special business for which such meeting is called and shall be taken up and exclusively considered until it is finally acted upon or considered at such meetings except by unanimous consent of the School Committee members present.
- (j) A roll call vote shall be taken upon the request of any member of the Committee. After a roll call vote has been ordered, said roll call shall not be interrupted, delayed, or stopped by the Chairman or any member of the Committee for any reason whatsoever, including points of order, personal privilege, or for a member to explain his vote. The presiding officer shall vote last at roll call votes.
- (k) Every member who shall be present when a question is put, shall vote thereon, unless said member announces the intention to abstain. Such vote shall be taken without debate.
- (l) A motion shall be carried by the affirmative vote of the majority of the Committee voting on the motion. In case of a tie vote, the motion is not carried or passed.

- (m) When a motion has been passed, it shall be in order for any member voting with the prevailing side to move a reconsideration thereof at the next meeting, and when a motion to reconsider has been decided, that vote shall not be reconsidered.
- (n) No petition, report, resolution, communication, or other matter shall be voted upon by the Committee except at regular or special meetings.
- (o) These rules of procedure may be suspended at any meeting of the Committee by the majority of those presents.
- (p) Any motion may be withdrawn by the mover at any time before the taking of a vote thereon or before an amendment is made to such a motion.
- (q) These rules shall not be altered, amended, suspended, or repealed at any time except by the affirmative vote of a majority of the School Committee.
- (r) Roberts Rules of Parliamentary Procedure shall prevail in the absence of any specific rules as set forth herein.
- (s) In the event that any of these rules shall be in conflict with state or federal regulations, said regulations shall supersede these rules.

ARTICLE III – DUTIES OF OFFICERS

Section 1. THE CHAIRPERSON

- (a) The Chairperson shall exercise such powers and perform such duties as usually devolved upon the presiding officer of a deliberative body; the Chairperson shall call special meetings of the Committee when the Chairperson shall deem it desirable; and unless otherwise ordered the Chairperson shall appoint all sub-committees.
- (b) The Chairperson shall be a member ex officio of all committees and shall be entitled to vote on all matters. The member first named on each committee shall be Chairperson of said committee and shall be entitled to vote on all matters.

Section 2. THE VICE CHAIRPERSON

- (a) To act as the Chairperson in his or her absence.
- (b) In the Chairperson's temporary absence or disability, the Vice Chairperson shall exercise all the duties and prerogatives of the Chairperson. The Superintendent shall present all matters pertaining to official duties in Resolution form.

Section 4. THE SUPERINTENDENT OF SCHOOLS

- (a) The Superintendent of Schools shall be the chief administrative agent of the School Committee. The Superintendent shall be directly responsible to the Committee for the efficient operation of the school system, and shall act under the advice and direction of the School Committee and in accordance with State law, rules and

regulations promulgated by the Rhode Island Department of Education, and policies adopted by the School Committee.

- (b) The Superintendent or designee shall make monthly and annual reports to the Committee containing summaries of the financial transactions of the Committee showing the status of each appropriation item, and such other statements as may be deemed advisable to show the financial condition of the Committee. From time to time, the Superintendent shall make reports concerning the achievements and progress of the school system. From time to time the Superintendent shall make recommendations for the improvement of the school system and submit for the approval of the Committee resolutions appropriate for the authorization of such improvements.
- (c) All communications from an employee to the Committee, upon which action is requested, shall be submitted through the office of the Superintendent. To such communication, the Superintendent shall call the attention of subordinate officers concerned, append their comments and his own, and forward the communication to the Committee at its next regular meeting.
- (d) The Committee may delegate additional powers to the Superintendent as necessary and consistent with R.I. Gen. Laws §§ 16-2-9 and 16-2-11.

ARTICLE IV – SCHOOL COMMITTEE POLICY

Section 1. The Superintendent shall prepare and submit for the approval of the Committee fundamental policy for the organization and government of the school system. These policies shall make such provisions as shall be necessary for the proper performance of all duties imposed upon the Committee by law, shall include definite statements of the functions of the various departments, and shall prescribe the essential qualifications, powers, and duties of all certified employees.

Section 2. POLICY MANUAL

- a) In accordance with R.I. Gen. Laws § 16-2-32, all formal School Department policies shall be maintained in writing, whether electronic or otherwise, properly indexed, and kept up to date and made public as prescribed by law. In addition, the policy manual shall be maintained on the School Department website.
- b) The manual shall also contain clear and comprehensive descriptions of the duties of all employees and of the procedure by which all the routine business of the school system shall be transacted.
- c) The date of passage and revision(s) shall be noted on each policy document.

ARTICLE V – CONTRACTS

Section 1. All contracts or other instruments in writing made and entered into by or on behalf of the Committee shall be signed and executed by the Chairperson, unless otherwise provided by School Policy, by-laws, or resolutions of the Committee.

Section 2. Procurements of the District Shall be made in accordance with R.I. Gen. Laws § 45-55-1 et seq., as amended from time to time and pursuant to the District Procurement Policy.

ARTICLE VI – FINANCES

Section 1. THE BUDGET

- a) The Superintendent shall present to the Committee a projected budget made in conformity to law, showing the sum necessary to be appropriated by the Town from general tax levy for the support of the public schools for the following fiscal year.

Section 2. EXPENDITURES

- a) No expenditure nor contract for expenditure shall be made except as authorized by resolution of the Committee. The approval of the budget shall not authorize expenditures in accordance therewith.
- b) It shall be the general policy of the Committee that resolutions authorizing the expenditure of funds shall be initiated only by the Superintendent, provided, however, that no member shall be denied the right to introduce such resolutions.

ARTICLE VII – AMENDMENTS

Section 1. AMENDMENTS.

These by-laws may be amended at any regular meeting, or any special meeting called for the purpose, by vote of not less than four members of the Committee, provided that the said amendment shall have been proposed by resolution in writing at a previous meeting of the Committee.

Revised: November 2020

Effective: January 2021