

## **BEE**

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

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

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

The Chairperson of the Committee will preside at the hearing.

The public will be informed at the beginning of the hearing of 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 as many people as possible 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 Chairperson and be germane to the topic. To assure that all who wish get a chance to speak, the Chairperson will recognize persons who have not commented previously during the hearing before recognizing persons who wish to remark a second time.

#### ***NOTE: CURRENT LANGUAGE***

Section 38N. The school committee of each city, town or regional school district shall hold a public hearing on its proposed annual budget not less than seven days after publication of a notice thereof in a newspaper having general circulation in such city, town or district. Prior to such public hearing said committee shall make available to the public at least one copy of said proposed budget for a time period of not less than forty-eight hours either at the office of the superintendent of schools or at a place so designated by said committee. At the time and place so advertised or at any time or place to which such hearing may from time to time be adjourned all interested persons shall be given an opportunity to be heard for or against the whole or any part of the proposed budget. Such hearing shall be conducted by a quorum of the school committee. For the purposes of this section a quorum shall consist of a majority of the members of said school committee.

**LEGAL REF:** M.G.L. Chapter 71, Section 38N

**ORIGINAL ADOPTION:** 1/6/09

**REVISION:** 12/16/21

**FIRST READING:** 12/16/08

**SECOND READING:** 1/6/09

**ADOPTION:** 7/21/09

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**