

TO: School Committee

FROM: Tim Piwowar, Superintendent

DATE: May 28, 2027

RE: Proposed Revisions to Policy BDA: School Committee Organizational Meeting

As a follow-up to our conversation about the School Committee Member Handbook at the May 14, 2026 School Committee, please find below a redlined version of a proposed revision to Policy BDA: School Committee Organizational Meeting.

It is my recommendation that the Committee conduct a first reading of this revision at the upcoming June 4 meeting, and if reviewed favorably, consider waiving the third reading at voting to adopt during its summer meeting.

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File: BDA - SCHOOL COMMITTEE ORGANIZATIONAL MEETING

To ensure consistency and shared leadership, the Committee will follow a rotating system for officer roles. Each year at the Committee's June reorganization meeting, Members will "move up" one position in the leadership order. The order of priority is Chair, Vice-Chair, Clerk, and then the remaining two Members.

Under this system:

- The Vice-Chair will move into the Chair role
- The Clerk will move into the Vice-Chair role
- The next Member in the rotation will move into the Clerk role
- The remaining Members will continue to move up accordingly, with the outgoing Chair moving to the end of the rotation

Newly elected or appointed Members will be added to the end of the rotation, after all current Members have been seated, and will be ordered alphabetically among themselves if there is more than one new Member. This rotation is intended to provide all Members with the opportunity to serve in leadership roles over time while maintaining continuity in Committee operations.

For the purpose of organizing, the School Committee, at its ~~first regular meeting following the District's annual Town~~ June Meeting, will elect from its membership a chair, a vice-chair, and a clerk, all of whom will hold their respective offices for a term of one year or until a successor is elected.

In the event the Chair and Vice-Chair are no longer members of the School Committee, the senior member (years served) will act as the Chair Pro-Tem.

A majority of the members of the School Committee will constitute a quorum. The election will proceed as follows:

1. Nominations for the office of chair will be made from the floor. The chair will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.
2. Upon election, the new chair will preside, calling for the election of a vice-chair and clerk, in order. The procedure used for their election will be the same as that for electing the chair.

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above.

Following election of officers at its organizational meeting, the School Committee may proceed into such regular or special business as scheduled on the agenda.

Approved by the Westwood School Committee on July 13, 2023