



# SUBCOMMITTEES 101

Using Subcommittees  
for  
More Efficient Meetings

# Today's Agenda

OML and Agenda Requirements

Types of Subcommittees

Process for Establishment

Quorums and Votes

Working Groups, Advisory Committees, and Other End Runs

Questions?

Sharing Best Practices

# OML and Agenda Requirements

- ▶ Subcommittees are subject to the Open Meeting Law
- ▶ Must be posted under the same requirements
  - ▶ 48 hours
  - ▶ Excluding Saturdays, Sundays, and official holidays
  - ▶ Agenda must contain what the subcommittee will be discussing with as much detail as possible
  - ▶ Good idea to indicate if something will be voted on



# Types of Subcommittees



Policy



Finance



Negotiations



Equipment/Facilities



Warrant



Curriculum



Equity and Belonging



Legislative



Other Subcommittees  
As Needed

# Process for Establishment

Committee Establishes Subcommittee

Chair assigns Members, or Members volunteer

Committee provides Subcommittee with charge

Subcommittee chooses their Chair/Secretary

Subcommittee reports back to School Committee

Always check your policies!

# Quorums and Votes



# Working Groups and Advisory Committees

Who established the group?

Leadership Teams and other groups that advise the Superintendent are not subject to OML.

HOWEVER:

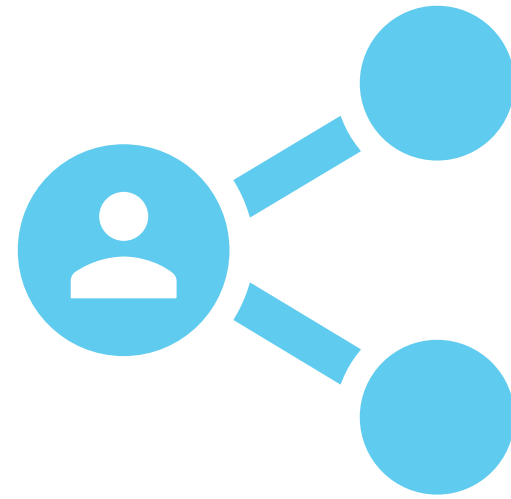
If the School Committee creates the group, or if they are making an official recommendation to the School Committee, they are behaving like a Subcommittee and should post as one.

When in doubt... POST



Questions?

# Sharing Best Practices



# CONTACT US!

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