



Joint Session Rules of the Medford School Committee and Medford City Council

2025-2026

Adopted in Joint Session **TBD**

1. Purpose:
 - a. The joint session between the Medford School Committee and the Medford City Council is designed to facilitate collaboration, discussion, and decision-making on matters affecting both the Medford Public Schools and the City of Medford.
2. Agenda Setting:
 - a. The agenda for the joint session shall be prepared collaboratively by representatives from both the School Committee and the City Council.
 - b. Items for discussion must be submitted at least two weeks prior to the session.
 - c. The agenda will be distributed to all members at least one week before the meeting.
3. Meeting Schedule:
 - a. Joint sessions will be held annually to comply with the City Council budget ordinance, with additional meetings scheduled as necessary.
 - b. Sessions will be held in the Alden Memorial Chambers.
4. Leadership and Facilitation:
 - a. The School Committee Chair and the City Council President will co-chair the session.
 - b. A neutral facilitator may be appointed if deemed necessary by both parties.
5. Participation:
 - a. All members of the School Committee and City Council are expected to attend.
 - b. Members may invite relevant stakeholders or experts to provide insights on specific agenda items, with prior approval from both chairs.
6. Procedure:
 - a. The conduct of the meeting will follow the parliamentary procedures outlined in the most recently revised edition of Robert's Rules of Order, wherever these joint rules are silent.
7. Quorum:
 - a. A quorum for the joint session shall consist of a majority of members from both the School Committee and the City Council.
8. Decision-Making:
 - a. Decisions will be made by consensus whenever possible. If a vote is required, each body will vote separately, and a majority from each is needed for approval.
 - b. Decisions made during the joint session are advisory and must be ratified by each body in their respective meetings.
9. Conduct:
 - a. Members are expected to engage respectfully and constructively.
 - b. The use of electronic devices should be minimized to ensure focus and engagement.
10. Documentation:
 - a. Minutes of the joint session will be recorded and distributed to all members within one week of the meeting.

- b. A summary of decisions and action items will be included in the minutes.
- c. Minutes will be created by a designee of each body.
- d. The minutes of the other body will be attached to the minutes of each body once each body approves its minutes, following approvals per Open Meeting Law timelines.
- e. There will be no joint minutes requiring approval. Each body's minutes approved by that body will be the minutes belonging to each body.
- f. The minutes each body takes will include the votes of both member bodies. A motion passing requires a majority of each body and should be noted as such in the minutes. A majority by one body and a minority of the other body is considered a failure of the motion to pass.

11. Public Access:

- a. Joint sessions are open to the public, and community members are encouraged to attend.
- b. A designated time for public comment will be included in the agenda.

12. Review and Amendments:

- a. These rules shall be reviewed annually by both the School Committee and the City Council.
- b. Amendments can be proposed by either body and must be approved by a majority of both.

These rules are intended to ensure productive and efficient collaboration between the Medford School Committee and the Medford City Council, fostering a cooperative environment for addressing shared concerns and initiatives.

Policy Information

First Adopted in Joint Session: **TBD**

Last Amended in Joint Session: N/A

Last Reviewed in Joint Session: N/A

First Adopted in School Committee: **TBD**

Last Amended in School Committee: N/A

Last Reviewed in School Committee: N/A

First Adopted in City Council: **TBD**

Last Amended in City Council: N/A

Last Reviewed in City Council: N/A

Review Frequency: one (1) year

Next Review: **TBD**

Version: 1

Medford School Committee Policy ID: BEF

Medford City Council Rule ID: **TBD**

Legal References:

M.G.L. [30A:20](#)