

ALG GROUND RULES
2007-2008

Boxborough Regional School District
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- 1) Membership: Two members (Chair and Vice Chair) and two staff persons per Board. In order to facilitate continuity, substitutions are not allowed.
- 2) Quorum: One member and one staff person per Board, plus facilitator
- 3) Public Participation: After the group's discussion and at the discretion of the facilitator
- 4) Agenda: Established at previous meeting with additions submitted to the Secretariat and Facilitator
- 5) Decision-Making: By consensus. Reconsideration is also by consensus.
 - a) Members commit to a good faith decision process, which requires:
 - i) Each entity's commitment to bring financial and financial related proposals to ALG for discussion prior to a final vote of that entity.
 - ii) An understanding that ALG members have different skill sets and different levels of experience with the ALG process
 - iii) Each member shall have equal access to all information.
 - iv) Full inclusion of each member in the complete decision process
 - (1) Underlying assumptions and the subsequent effects of decisions are to be fully disclosed
 - (2) *Proposals are to be vetted by the full ALG. (Reminder -- Off-line meetings of a majority of ALG members and serial conversations, e-mails, and documents sharing among a majority of members are violations of the Open Meeting Law).*
 - v) ALG recommendations are committed to writing prior to circulation to the constituent entities
- 6) Post-Decision Expectations:
 - a) Active and respectful communication to the respective Boards in support of ALG recommendations;
 - i) The School Committees shall inform Boxborough as necessary
 - b) Full representation of each Board's reaction/decision concerning each ALG recommendation is brought back to the next meeting of the ALG
- 7) The keeper of the "Financial Plan" is the secretariat of group decisions rather than the author of the Financial Plan. and each version of the plan shall be included with the draft and final minutes of the appropriate meeting

8) Minutes: By secretariat

- a) Draft minutes shall be distributed, as early as possible, to all ALG members via e-mail

Approved final minutes shall be distributed to each ALG member, the Town Clerk, and each constituent entity

- 9) Calendar: Time 7:30 – 9:00 AM. During the time period of July – January (???) of every month and during February and March biweekly on the ??? of the ???

10) Convener/Secretariat: Town Manager

11) Overrides:

- Any year in which an operating override is being considered, 'A' (inclusive of the override amount) and 'B' (exclusive of the override amount) budgets will be put forward
- Members commit to championing and recommending adherence to 'B' Budgets when such budgets are voted by the citizenry