

SCHOOL BOARD BY-LAWS

ARTICLE I. BOARD ORGANIZATION

Section 1. Membership

The Regional School Unit #50 School Board shall consist of duly-elected or appointed members representing the towns of Crystal, Dyer Brook, Hersey, Island Falls, Merrill, Oakfield and Smyrna in accordance with 20-A MRSA § 1001, 1251 et seq. and 20-A MRSA § 1451, 1471 (RSU)

Section 2. Election of Officers

The School Board shall elect a Chair and Vice Chair in accordance with Board policy BDB. The term of office shall be one year.

Section 3. Duties of the Chair

The Chair shall preside at all meetings of the School Board, appoint all special committees (unless these shall be elected by the School Board), serve as an ex-officio member of these committees and perform such other duties as shall be delegated to him/her by the School Board.

Section 4. Duties of the Vice Chair

In the event of the absence of the Chair, the Vice Chair shall perform all the duties of the Chair.

Section 5. Duties of Secretary

The Superintendent shall serve as Secretary of the Board and shall be responsible for the keeping of the minutes. In the event of the absence of the Superintendent at a Board meeting, the Board shall appoint one of its members by majority vote, to serve as secretary, effective until the meeting is adjourned. The Superintendent shall provide copies of such minutes to each member of the School Board. He/she shall notify members of the School Board of all regular and special meetings; attend to the official correspondence of the School Board; submit to the member towns an annual report of the activities of the School Board and an audit of all financial transactions; and perform such other functions as are ordinarily functions of this office.

Section 6. Board Vacancies

School Board vacancies shall be filled in accordance with Committee policy BBBDA and 20-A MRSA § 1474 (RSU).

ARTICLE II. BOARD PROCEDURES

Section 1. Rules of Order

Meetings shall be conducted in an orderly manner. Except as otherwise provided by law, by regulations of the Department of Education, or by Board policy, *Robert's Rules of Order, Revised* (or latest edition available) shall be used to resolve procedural uncertainties.

Section 2. Committees

The School Board shall act as a whole on all matters coming before it. The following standing committees shall be appointed by the Chair: Region II (6 members); Policy (3 members); Finance (4 members). The Chair may serve as one of the members of any standing committee. If it is the Finance Committee, the Chair would be the fifth member.

Special committees for the consideration or investigation of particular issues may be appointed by the Chair at the request of the School Board or may be elected by the School Board. Special committees shall submit recommendations/reports to the School Board for their action. After a report has been submitted and accepted by the School Board, the special committee shall be discharged.

Section 3. Agenda

Only matters appearing on the agenda will be acted upon at a legal meeting of the School Board. Other matters may be discussed at a meeting, but the professional staff will not be held responsible for information on topics not on the agenda, nor will they be expected to make formal recommendations.

- A. The agenda will be compiled by the Secretary of the School Board. The Superintendent, after consultation with the Chairperson will decide what actually will appear on the agenda.
- B. Any Board member or the Superintendent may submit items for the agenda. The Superintendent after consultation with the Chairperson, will decide what actually will appear on the agenda.
- C. Each Agenda will include an item entitled "Future Agenda Items."
- D. The agenda may be adjusted by a two-thirds vote of qualified members present at the meeting, upon a motion by a member to leave the agenda to consider a specifically-stated item duly seconded and voted. Action may then be taken on the specific item.

Section 4. School Board Authority

The School Board shall transact all business at legal meetings of the School Board. The Board shall act as a committee of the whole. Individual members shall make no commitments for the Board or issue any orders for the Board except when executing an assignment delegated by the Board.

Section 5. Recording of Votes

The names of individual Board members who make and second each motion are required to be recorded in the minutes. Also, Board members may request to have their votes so recorded in the minutes. The term “voted” shall mean a motion duly made, seconded and voted upon.

Section 6. Quorum

Unless otherwise required by law or Board policy, a majority of the Board of Directors in number and voting power shall constitute a quorum for purposes of taking action.

ARTICLE III. MEETINGS

Section 1. Regular Meetings

The School Board shall hold its regular business meeting on the second Monday of each month at 6:30 p.m. If the 2nd Monday is on a Holiday or other extenuating circumstances exist, the meeting normally will be held on the second Tuesday of the month.

Section 2. Time Limit

The time of regular School Board meetings shall be limited to three hours, from 6:30 to 9:30 p.m. This time may be extended by vote of two-thirds of qualified members present. If an item(s) on the agenda requires deliberation past the extension, the matter(s) shall be tabled until the next regular meeting.

Section 3. Special Meeting

A special meeting may be called by the Chair or Vice-Chair of the Board at his/her discretion, at the request of the Superintendent, or at the request of any nine members of the School Board. No business shall be transacted except that for which the meeting is called.

Section 4. Place of Meetings

All regular business meetings of the School Board shall be held on alternating sides of the RSU unless circumstances warrant a change of location. If no time and place is specified by the Board, the Chair and Secretary shall determine the time and location.

ARTICLE IV. POWERS AND RESPONSIBILITIES

Section 1.

The School Board shall have general charge of the RSU #50 public schools and shall exercise such other responsibilities as provided in 20-A MRSA § 1001, et seq.

Legal Reference: 20-A MRSA § 1001, 1251 et seq. and 20-A MRSA § 1451, 1471 (RSU)

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