

School Administrative District No. 49  
School Board By-Laws

June 15, 2023

Section I

Regular Meetings

The regular meetings of the Board of Directors shall be held on the first and third Thursday of each month, except during school vacations and the second meeting in December, at 7:00 p.m. Meetings may be cancelled with the concurrence of the Chair and the Superintendent, with public notice. When the date of the regular meeting falls on a legal holiday, the regular meeting shall be held on the immediate day before. Written notice and the agenda shall be mailed 72 hours prior to the meeting date.

The election of the Superintendent of Schools shall be made during a December meeting, and done in a manner consistent with the State of Maine Laws.

Section II

Special Meetings

Special meetings may be called by the Chair upon either two (2) days for notification to all members by telephone, or by written notice. (Email) Special meetings shall also be called similarly by written request of three (3) members to the Superintendent. The notice of such a meeting shall state the special matter or matters to be considered, and only such other matters shall be considered as receive a majority vote of the Directors present.

In case of emergency, the Chair of the Board of Directors, and/or the Superintendent of Schools is hereby empowered to call an immediate meeting to deal with the emergency.

Remote Meetings will conducted in accordance with State of Maine Law and MSAD 49 Policy BEB: Remote Participation in School Board Meetings.

Section III

Quorum

Seven (7) members of the board, inclusive of the presiding officer, shall constitute a quorum.

Section IV

The last item of the agenda of any meeting shall inform the public of the time and place of the next scheduled meeting.

Meetings shall be held in one central location.

## Section V

## Officers

The Chair of the Board will have a maximum of three consecutive one-year terms. No person who has been elected or appointed as a Director shall participate in any board proceeding until he/she has been duly sworn.

The organizational meetings shall take place at the first regular meeting following the opening of the school year.

The two Standing Committees are Finance and Facilities, Policy and Educational Program Planning Committee. All committee meetings shall be open to the public. . All members of the two Standing Committees shall be voting members. Each Standing Committee shall elect a board member as chair at their first meeting following the opening of the school year.

All Board members will be notified of all committee meetings. Committee meetings shall not be on the same day and at the same time.

A Finance and Facilities Committee shall be elected consistent with the State of Maine Laws for Finance and Facilities Committees in school districts.

A Director will represent the M.S.A.D. #49 School Board on the Mid Maine Vocational Technical Center Governance Board.

The Negotiations Committee will be volunteer board members. Temporary committees shall be appointed as needed, and shall be dissolved upon completion of their assignment.

The Superintendent of Schools shall, as required by statute, serve as Secretary of the Board of Directors.

## Section VI

## Order of Business

The order of business at all regular meetings shall be as follows:

1. Call to Order
2. Roll Call and Declaration of Quorum
3. Approval of Minutes of previous meeting
4. Citizen input
5. Old Business
6. New Business
7. Committee Reports
8. Superintendent's Report
9. Other Business
10. Adjournment

Robert's Rules of Order shall govern the proceedings, except that the presiding officer's decision shall resolve any disputed question or procedure. The Chair may vote on all motions.

The agenda shall be prepared by the Superintendent of Schools as Secretary to the Board. His/her staff and associates may suggest items which require the Board's attention and shall supply such data as may be needed for the information of the Board. It shall also be a responsibility of the individual Directors to suggest items for inclusion on the agenda.

Agenda's for special meetings shall not be required to follow the above format.

## Section VII

## Opening Meetings

All meetings shall be open to the public, except executive sessions, which shall be conducted in a manner consistent with the requirements of State of Maine Laws.

Visitors may address the Directors with the consent of the Chair and subject to his/her ruling.

## Section VIII

## Government of District Schools

The public schools of the district shall be governed in accordance with such written policies as the Board shall adopt. Such written policies may be altered, amended or repealed by the Board of Directors at any regular or special meeting, after two public readings.

## Section IX

## Amendments

Alterations, amendments or repeals of these by-laws may be made by a majority vote of the Board of Directors at any regular or special meeting, providing notice of the proposed change has been given to each Director at least 72 hours prior to said meeting.

## Section X

## Voting

Voting shall be by a show of hands ordinarily. Voting shall be done by roll call at the direction of the presiding officer, or at the request of any Director. When voting by roll call, the names of the Directors shall be called alphabetically, first vote being given by the member calling for it, and each Director shall respond "yes" or "no" or "abstain".

## Section XI

## Motion in Writing

At the request of any Director, any motion offered, except procedural motions, shall be put in writing before being voted upon.

**Section XII**

**Authority of the Directors**

Directors shall have authority consistent with Maine Statute.

**Section XIII**

**Postponement of Meetings**

The Chair and/or the Superintendent of Schools shall have the authority to postpone any regular meeting because of storm or emergency.

**Section XIV**

**Adjournment of Meeting**

Meetings of the Board of Directors shall be adjourned at 10:00 p.m., except on such occasions as a motion to continue past this hour shall be carried by a majority vote of the Directors present.

**Section XV**

**Savings Clause**

No by-law shall be inconsistent with State or Federal Law.