

BYLAWS FOR M.S.A.D. #12 BOARD OF DIRECTORS

Section 1: The Board of Directors of M.S.A.D. #12 shall meet at the call of the Chairman, or Vice Chairman in the absence of the Chairman, on the second Tuesday of each calendar month at 7:00 P.M. Notice of the regular meeting shall be mailed by the Superintendent at least five days prior to the regular meeting.

Section 2: Special meetings of the Board of Directors shall be called by the Chairman, or Vice Chairman in the absence of the Chairman, at such time as the duties of their offices may require. The Superintendent shall mail notices of special meetings of the Board of Directors to members so that the members of the Board will receive them at least five days prior to the scheduled meeting.

Section 3. Four members of the Board of Directors, upon 48 hours' notice, may call a special meeting of the Board of Directors, stating in the notice the matters to be considered. The Superintendent shall mail notices of special meetings of the Board of Directors so that members will receive them at least twenty-four hours prior to the scheduled meeting.

Section 4. Emergency meetings of the Board of Directors may be called at the discretion of the Chairman, or Vice Chairman in the absence of the Chairman, following an earnest endeavor to contact each of the Board members. Emergency meetings will only be called when emergency action is necessary and the 48 hour notice period could not prevail. At any emergency meeting, at least five voting members of the Board shall be present to constitute a legal meeting.

Section 5. All "special" Board meetings will be held at Forest Hills Consolidated School.  
Section 6. The business taken up at any special or regular meeting shall be limited to the specific items on the agenda which shall be included in the request for the meeting, unless the consent of two thirds of those present and voting is gained to consider other business not on the agenda. It shall be the responsibility of the Chairman (or Vice Chairman in the absence of the Chairman), in consultation with the Superintendent, to set the items to be included on the agenda. In the event that a request to have a specific item on the agenda is denied, the decision may be overridden if five members of the Board make the request through the Superintendent's office.

Section 7. It shall be understood that a member of the Board of Directors has authority only when acting as a body. Directors have no authority except at Board meetings or when discharging an assignment made by the Board.

Section 8. The Board of Directors of M.S.A.D. #12 shall have charge and management of the business and property of the District. Further, the Directors shall carry out the programs and budget as approved by the District. In addition, the Directors shall hire such employees as are authorized by the District and prescribe their duties. The Directors shall be responsible for drafting and recommending to the District an annual budget for the May referendum or District meeting. The Directors shall be responsible for keeping expenditures within the approved budget.

Section 9. The Chairperson of the District shall be reimbursed the amount of \$26.00 (twenty six dollars) for each special or regular meeting, which is called for the purpose of

discussing business of the district. All other Directors of the District shall be reimbursed the amount of \$21.00 (twenty one dollars) for each special or regular meeting, which is called for the purpose of discussing business of the District. Subcommittee meetings will be reimbursed at \$10.50 (ten dollars and fifty cents). Attendance will be required to qualify for reimbursement.

Section 10. The Chairman and Vice Chairman of the District shall be elected from within the Board of Directors and shall serve for a one-year term. A majority vote shall be required for election to either office.

Section 11. Amendments to the by-laws shall be made by a two-thirds vote of those present at the meeting of the Board of Directors. A copy of the proposed amendments shall be mailed to each member of the Board of Directors at least 10 days before the date of the meeting to consider the change.

Section 12. Near the beginning of each regular Board meeting, the Superintendent/Principal and Directors shall provide a brief verbal report covering activities, progress, problems, operations, suggestions, plans and any other matters within their area of responsibility which is of interest to the welfare of M.S.A.D. #12. District Administrators will be present at all regular monthly meetings of the Board unless excused by the Superintendent.

Section 13. All news releases pertaining to the business of the M.S.A.D. #12 Board of Directors shall be approved by the Board Chairperson and/or the Superintendent of Schools prior to release to any news media.

Section 14. All staff employees of M.S.A.D. #12 shall follow the policy decisions and directives of the Board of Directors and shall support these policy decisions and directives publicly.

Section 15. Quorum: There must be a majority of directors to establish a quorum.

Section 16. Subcommittees.

The Board shall authorize the establishment of only such subcommittees from among its membership as it finds strictly necessary to study the operations in specific areas and to make recommendations for Board action. The following rules will govern the appointment and function of such committees:

1. Each subcommittee shall be provided with a list of its functions and duties by the Superintendent.
  2. Each subcommittee may make recommendation for Board action, but it may not act for the Board.
  3. The Board Chair and Superintendent shall be ex-officio members of all subcommittees.
  4. Subcommittee meetings shall be conducted in the spirit and letter of the Freedom of Access Law.
  5. Subcommittees shall consist of three (3) members.

1. Annual appointments to subcommittees will be made by the Board's Chair with the approval of the Board's Vice-Chair and will become effective July 1 of each year. An individual who joins the Board after July 1 will serve on the same subcommittees as his/her predecessor.

7. Each subcommittee will select a chairperson.

Section 17. The Superintendent of Schools has the authority to receive and act upon all staff resignations.

**Approved: August 13, 2002**

**Revised: November 12, 2002**