

**BY LAWS  
BOARD OF DIRECTORS  
REGIONAL SCHOOL UNIT 19**

**Article 1  
Central Office and Records**

1. The Central Office of the Board of Directors of Regional School Unit 19 hereinafter referred to as “Board”, shall be at 182 Moosehead Trail, Newport, Maine.
2. All Records except those required by law to be kept elsewhere, or those which by reason of the operation of Regional School Unit 19 affairs must be maintained elsewhere, shall be kept at the Central Office.

**Article 2  
Meetings**

1. Regular Meetings of the Board of Directors shall be held on the third Tuesday of each month, unless another day has been specified at a previous meeting; provided however, that if such Tuesday be a holiday, or a school storm day, the meeting shall be held on the next regularly scheduled meeting date. The Chair, (or if unavailable, the Vice-Chair,) along with the Superintendent, may cancel a meeting if deemed necessary. Board members will be notified of cancellation. A notice of and an agenda for all regular meetings shall be sent by the Superintendent of Schools to all members at least three (3) days prior to stated date.
2. The Annual Meeting of the Board of Directors shall be held at the first regular meeting following the completion of all annual Town Meetings of member towns for the purpose of reorganization of the Board to elect Board Officers and committee membership.
3. A Special Meeting of the Board is a meeting that is held to address important matters that arise between regular meetings and/or require Board action before the time set for the next regular meeting, or to consider a single subject in one session.

A special meeting may be called at any time at the discretion of the Chair or if unavailable, the Vice Chair, at the request of the Superintendent.

The Superintendent shall be responsible for providing notice of a special meeting to Board members and the media at least 72 hours in advance of the meeting. The notice or agenda shall indicate the subject(s) of the meeting and action to be taken.

4. Emergency Meetings of the Board is a meeting that is called because a matter is so urgent that it must be addressed immediately and the advance notice required for a special meeting cannot reasonably be provided.

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An emergency meeting may be called by the Chair or at the request of the Superintendent.

Whenever practicable, 24 hour advance notice will be provided. The Superintendent shall notify the media of an emergency meeting by the same or faster means as used to notify Board members. The notice shall indicate the subject of the meeting.

No business may be transacted other than that related to the purpose for which the emergency meeting is called.

5. **Workshops and Informational Meetings** may be scheduled by the Board, and the Board, at its discretion, may schedule workshops and other meetings to discuss a particular subject or proposal or to gather input from staff, community, or other groups.

No formal action shall be taken by the Board at any meeting other than a regular meeting, special meeting, or emergency meeting.

**Article 3  
Order of Business**

In each session of the Board, as far as consistent with the purposes of the meeting, the following is a minimum order of business that shall be observed.

1. Opening of Meeting
  - a. Flag salute
  - b. Chair Comments
  - c. Approval of Minutes of Meetings(s)
2. Citizens Forum
3. Distribution of Communications
4. Report of Special Committees
5. Old Business
6. New Business
7. Reports
  - a. Action
  - b. Informational
8. Future Agenda Items
9. Adjournment

A. Regular Meetings - any business of the Board may be considered and acted upon at any regular meeting, provided all items of new business have been presented according to the order of business stated in Article 3. Requests for agenda items will be brought to the Superintendent and/or the Board Chair for further consideration.

B. Special Meetings - At a special meeting, only such business of the Board may be considered and acted upon as was announced in the notice of the special meeting.

**Article 4  
Voting**

10. A Quorum for the purpose of conducting business shall consist of 500 of the entire 998 votes.
11. Items of Policy are passed and placed into effect only when a minimum of two-thirds of the entire votes 665/998 are registered in the affirmative. For business items, a majority of members present and voting will suffice.
12. Action relating to a change in written policies of the District may be made only after affirmative vote following the second reading.
13. Elections of Chair and Vice-Chair at Organizational Meetings shall be tallied with all Directors' votes being given equal weight.

In the event of a tie vote for either of the above officers, the tie shall be broken by tallying weighted votes.

**Article 5  
Miscellaneous Procedures**

14. In all questions arising relative to correct parliamentary procedure, the Chair shall refer to the published Roberts Rules of Order and generally follow those procedures.
2. **Executive Session** of the Board shall be called and conducted in accordance with state law. Only the matter(s) stated in the motion to enter executive session shall be considered. No final action may be taken in executive session.

**Article 6  
Board Sub-Committees**

1. Board sub-committees shall include the following committees; an adhoc committee may be formed by the Board in order to complete specified tasks:

Education Committee	Budget/Finance Committee
Policy Committee	Building Committee
Negotiation Committee	Transportation Committee
Scholarship Committee (adhoc)	Vocational Committee

15. Each sub-committee of the Board shall be represented by one Board member from each community, except for the scholarship and the vocational committees.

**Article 7  
Amendments**

Except as otherwise provided by Law, these By-Laws may be amended, added to, altered, or repealed in whole or in part by a 2/3 majority vote of the Board of Directors, provided notice of the proposed amendment, addition, alteration, or repeal is given in the notice of such meeting.