



Bylaw Subcommittee Meeting MINUTES

Date and Time	Wednesday, April 26, 2023 6:00-6:30 PM – Pre-meeting (agenda & topic review, <i>optional</i>) 6:30-7:30 PM – Bylaws Subcommittee Meeting
Public Location	Rochester Recreation Center, Lower Level Conference Room, 150 Wakefield St, Rochester, NH 03867 View map
Virtual Location	Video call link: https://meet.google.com/zek-oepa-hzq

In attendance	Guest	Absent
Holly Carman, <i>Chair</i> Esther Kennedy Gregory Magoon Moirá Ryan, <i>Virtual</i> Karen Stokes, <i>Vice Chair</i> Tracy Walbridge, <i>Secretary</i>		Jennifer Pike Janet Reed Karen Rosenberg

- The meeting was called to order at 6:59 PM – when an in-person quorum was met.
- Moira Ryan did connect virtually at the meeting start but was not virtually present once the quorum was met due to the delay in meeting start time.

Review of the draft meeting minutes

On March 29, it was corrected that Tracy Walbridge was voted in as Secretary instead of Karen Stokes, who was mistakenly written in twice. Esther Kennedy proposed to approve the corrected minutes, Karen Stokes seconded, and the motion passed.

On April 11, Esther Kennedy proposed to approve the minutes acknowledging the absence of a quorum, Karen Stokes seconded, and the motion passed. Additionally, during the meeting, Karen Stokes made a motion to appoint Gregory Magoon as a bylaws subcommittee member, which was seconded by Holly Carman and approved by all members present.

Membership Attendance

On page 4 of the current bylaws discussion on removing the repetitiveness of the House representation.

The importance of in-person attendance at SAC meetings. Karen Stokes stressed the significance of new members understanding their roles and responsibilities in the committee. SAC meets eight times a year, with no

meetings in December, June, July, and August. In-person attendance is requested for meetings to ensure a quorum and support SAC responsibilities. However, Holly Carman pointed out that individuals working full-time may struggle to adjust their schedules to attend meetings. The committee aims for fairness in attendance, recognizing that each member has different circumstances. The question of whether members unable to meet attendance requirements should reconsider their membership was raised.

The recommendation is for members to attend at least 6 out of 10 meetings or $\frac{2}{3}$ of the meetings, and after the 4th absence or attendance through audio or video conferencing, it is the Chair's responsibility to contact the member. On the sixth absence, a letter will be sent to the Governor.

Esther proposed including the dates on which SAC does not meet in the committee's rules or policies and procedures (P&P) and defining the SAC meeting cycle.

Currently, a bill is under consideration to lower the quorum percentage. Therefore, the discussion on in-person attendance and quorum requirements will be tabled and revisited later. The committee will adhere to the quorum requirements set by state law.

Remove and add to rules or P&P (use the strike through text)

- *The SAC depends on the active participation of its membership in order to carry out our duties (described in the legislation) and activities related to the priorities identified by members; without a quorum of members, SAC cannot effectively fulfill its duties and responsibilities, Additionally, many members represents a specific stakeholder group. When the member is not in attendance, that stakeholder group is deprived of a voice on SAC.*

Add in the responsibility of the Chair:

- *SAC recognizes that SAC members who represent the House or Senate Education (remove House and Senate) committees have responsibilities related to their general court duties that may impede their ability to attend some SAC meetings, and they are therefore not subject to these "excessive absence" procedures.*

Member Resignation

The paragraph regarding resignation will be removed and added to the rules or P&P, and the following paragraph will be added: "In the event of resignation, the member should submit their resignation to the governor and cc the SAC Chair." to replace:

- *The SAC Chair shall forward any resignations he/she receives to the assigned administrative support from the NH Department of Education, who shall forward the resignation to the Governor's office.*

Add in the responsibility of the Chair to be repeated in the rules or P&P

In the event that a member vacates her/his position, by excessive unexcused absences, or by resignation, the SAC Chair shall direct the Bureau support staff member assigned to SAC to notify the Governor's office of the vacancy.

Leadership

There was a consensus regarding the voting of the Chair, which will take place in May or June. For the election of officers, members interested in running for Chair must submit a letter of intent 30 days in advance of the May meeting, or the election will take place automatically at the June meeting.

Previously, subcommittees were responsible for working on the state plan; this currently is not happening.

- *The SAC Chair or Vice Chair, or another SAC member who the SAC Chair has designated, shall provide public comment from the SAC on the state plan and any rules or regulations proposed for issuance by the state regarding the education of children/ students with disabilities.*

The committee members agreed there needs to be an established standing legislative committee.

- *The public comment shall be based on positions affirmed by a majority vote of the SAC at a regular or special meeting.*

Karen Stokes proposed that the rules (P&P) should include a statement indicating that no member can represent SAC without the approval of the committee or the Chair. Holly will research the RSA for the rewriting of this section.

The committee reached a consensus to move the (revised with RSA) section to Duties and Responsibilities.

- *The Chair shall preside at all meetings, plan and organize meetings with the assistance of the Vice Chair(s), including preparing the agenda and reviewing draft minutes prior to their transmittal to the full SAC membership and signing all official correspondence/documents on behalf of the SAC. The SAC Chair or Vice Chair, or another SAC member who has been designated by the SAC Chair, shall provide public comment from the SAC on the state plan and any rules or regulations proposed for issuance by the state regarding the education of children/ students with disabilities. The public comment shall be based on positions affirmed by a majority vote of the SAC at a regular or special meeting.*
- *The Vice-Chair shall assist the Chair in carrying out his/her duties and shall serve in the absence of the Chair. If the Chair and Vice Chair are both absent, the 2nd Vice Chair shall serve as acting Chair.*

Department of Education Support to SAC

The committee members agreed that the “Department of Education Support to SAC” section will be reviewed and presented during the next meeting.

Karen Stokes motioned to adjourn the bylaws committee, and Esther Kennedy seconded the motion. The committee adjourned the meeting at 7:50 PM.

The next scheduled bylaws meetings are as follows:

- Tuesday, May 9, 2023, from 5:30 PM to 7:30 PM
- Tuesday, May 23, 2023, from 5:30 PM to 7:30 PM
- Tuesday, June 6, 2023, from 5:30 PM to 7:30 PM