



## Bylaw Subcommittee Meeting MINUTES

Date and Time	Wednesday, June 7, 2023 4:30 – 5:15 PM - Bylaws Subcommittee Meeting 7:05 – 8:30 PM – Bylaws Subcommittee Meeting
Public Location	Granite State College, 25 Hall Street, Concord, NH 03301   <a href="#">View map</a>
Virtual Location	Video call link: 4:30 - 5:15 PM <a href="https://meet.google.com/ptz-enob-sjf">https://meet.google.com/ptz-enob-sjf</a> Video call link: 7:05 - 8:00 PM <a href="https://meet.google.com/hjy-ztoo-dzc">https://meet.google.com/hjy-ztoo-dzc</a>

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

- The meeting was called to order at 4:34 PM – when an in-person quorum was met.

Review of the draft meeting minutes.

During the March 23, 2023, committee meeting, Melissa McKeon clarified her status, stating that she should not be considered a guest. Holly Carman raised the issue of an increase in membership during the meeting. She noted that the increase resulted from a survey list, and the SAC leadership needed guidance. Holly reminded the committee that she had previously contacted the SAC members who expressed interest through the survey. However, Holly received only one response, which did not come from Melissa. Melissa mentioned that she had yet to receive the email chains. However, Holly has noted (including at full SAC Meetings) that all public information is available on the SAC's page on the NHED's website. Notably, Melissa was absent from the meetings held on March 29th, April 11th, April 26th, and May 9th. Furthermore, no motion was made by current members to appoint Melissa as a member of the bylaw's subcommittee.

----

Esther Kennedy motioned to approve the meeting minutes for May 23, 2023, Gregg Magoon seconded, and the motion passed with a majority vote; Karen Rosenberg abstained.

Karen Rosenberg motioned to reopen the meeting minutes for May 9th.

The purpose of this motion was to correct page 2.

1. The suggested change is to replace "guidelines" with "regulation."
  - *The SAC also discussed the need to “establish and maintain” the committee according to federal **guidelines** rather than relying solely on best practices. Stokes requested that the bylaws reference the federal **guidelines** to help guide the establishment and maintenance of the SAC.*
2. Establishing a “Policy” rather than a “Legislative.”
  - *Additionally, the committee members discussed adding two new positions to the leadership team - a **Parliamentarian** and a **Legislative Chair** (with their standing committee).*
3. "Recommend comments proposed rules and regulations (if needed), etc."
  - *The Parliamentarian would be responsible for ensuring that the committee operates in accordance with its bylaws and rules of order. At the same time, the Legislative Chair would be responsible for tracking legislative updates, **commenting on proposed rules and regulations (if needed), etc.***

Holly Carman motioned to accept the changes recommended by Karen Rosenberg. Esther Kennedy seconded the motion, and it passed with a majority vote.

-----

Holly Carman reminded the members about the decision made at the May 23rd meeting to recess the full SAC meeting and reconvene from 7 PM to 8 PM. It was noted that Mary Ellen Hamilton from NHED would be staying. The objective is to make this the last meeting until September and to have a final draft version ready for the September retreat.

----

Draft Bylaws

Cover Page

Members discussed using the general NH Department of Education website instead of a specific SAC URL, considering the constantly changing nature of websites.

- Holly reminded members that one of the goals was for the bylaws to be more reader-friendly and easily understandable. Another goal is to simplify the language and structure of the bylaws to ensure clarity and facilitate understanding for all readers.
  - Joe recommended that all acronyms be spelled out first for the reader.
- 

## Article I. Authorizing Statutes

Hyperlinks are to federal and NH state law websites. These hyperlinks provide convenient access to the relevant legal information. Footnotes are used to cite the specific federal and NH laws for easy reference.

Ester recommended adding federal statute 300.167.

- *The provisions in RSA 186-C:3-b comply with the IDEA (**300.167**) while reflecting and meeting the unique needs of NH's special education system and children with disabilities.*

## Article II. State Advisory Panel Name

- No changes.

## Article III. Purpose

Karen R. recommended removing the section below and relocating it to the "Duties and Responsibilities" section (IV.). Ester expressed that the information was duplicative within the chart. After further discussion, a consensus was reached, and the members agreed to remove the section as suggested by Karen R.

- *RSA 186-C:3-b additionally relays that "...the committee shall review the federal financial participation and the level of state funding to determine their impact on the programs and delivery of services to children/students with disabilities."*

## Article IV. Duties and Responsibilities

Ester recommended the consolidation of the chart onto a single page. If the chart exceeds the available space, she suggested referencing the continuation of the chart. Holly will work to reformat the chart.

Karen R. recommended the creation of a (new) chart that captures the reporting requirements from the NH Department of Education, outlining the responsibilities of the SAC in carrying out our work. Gregg mentioned that the previous version of the bylaws included the mentioned chart.

- Janet recommended that the NH Department of Education use the SAC for oversight. She emphasized the importance of clarifying the SAC's oversight responsibility, ensuring the focus remains on the SAC rather than the NHED.

Esther recommended relocating the mentioned section below to the leadership section, and the consensus among the committee members agreed with this recommendation.

- *The Chair of the SAC Committee will take on the role of presiding over all meetings.*

*With the support of the Vice Chair and Parliamentarian, the SAC Chair will plan and organize meetings, including an agenda and reviewing draft minutes. The SAC Chair is responsible for signing all official correspondence or documents on behalf of the SAC.*

*When it is necessary to provide public comment, the SAC Chair or another SAC member designated by the SAC Chair will fulfill that role. The public comment shall be based on positions affirmed by a majority vote of the SAC at a regular or special meeting.*

## Article V. Membership

- No changes.

-----

Holly made a motion to recess the meeting at 5:13 PM. It was further agreed to reconvene at 7:05 p.m.

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

- At 7:12 p.m., the meeting reconvened from the previously declared recess.
- Karen Stokes joined virtually at 7:23 p.m.

#### Member Compensation

Gregg recommended moving this section below membership attendance for a clean flow of the membership information.

#### Membership Openings

Esther recommended that the bylaws list to the Governor.

➤ *Openings on the SAC occur each year as members' terms expire or they can no longer serve. SAC members may recommend individuals to fill vacancies.*

#### Membership Requirements

➤ No changes.

#### Membership Attendance

Esther motioned to change to three absences after a discussion among the members, and Gregg seconded. All in favor; motion passed.

➤ *After the fourth absence, the SAC Chair is responsible for contacting the SAC member. On the sixth absence, the SAC Chair will send a letter to the Governor.*

Karen R. recommended changing the format to:

The SAC meets in a ten-month cycle from September to June, with December as an optional meeting per the majority vote of the SAC. **Attendance at SAC meetings is one of the essential responsibilities of SAC members.** Attendance includes in-person attendance at meetings or, if the option is made available, participation in the meeting through video conferencing.

Appointed members must attend at least six out of ten meetings, or two-thirds of the schedule. After the fourth (*third*) absence, the SAC Chair is responsible for contacting the SAC member. On the sixth absence, the SAC Chair will send a letter to the Governor.

Suppose a SAC member has an unavoidable absence. In that case, they are responsible for notifying the SAC Chair or Department of Education designee unless the emergency nature of the absence prevents such notification.

## Membership Resignation

A consensus was reached after a discussion among the members to remove “or unexcused.”

➤ *If a SAC member vacates their position by excessive absences or by resignation, the SAC Chair shall direct the assigned NHED support person to notify the Governor’s office of the vacancy.*

## Article VI. Leadership

Move Esther’s recommendation from (IV) Duties and Responsibilities to here:

➤ *The Chair of the SAC Committee will take on the role of presiding over all meetings.*

*With the support of the Vice Chair and Parliamentarian, the SAC Chair will plan and organize meetings, including an agenda and reviewing draft minutes. The SAC Chair is responsible for signing all official correspondence or documents on behalf of the SAC.*

*When it is necessary to provide public comment, the SAC Chair or another SAC member designated by the SAC Chair will fulfill that role. The public comment shall be based on positions affirmed by a majority vote of the SAC at a regular or special meeting.*

## Article VII. Department of Education Support to SAC

We will wait for NHAG recommendations.

## Article VIII. Committee / Committee Structure

During the discussion, an IDEA voting position was brought up. It was noted that the current non-voting member in this role is being counted towards the quorum. However, since they consistently choose to abstain from each vote, the leadership should accurately record their abstention in the roll call during every voting instance.

Esther recommended adding the language from the (IV) Duties and Responsibilities Chart to clarify the Policy Chair’s specific responsibilities.  
Subcommittees / Ad Hoc Committee

The Ad Hoc Committees’ purpose was explored during the discussion, focusing on their time-limited and short-term nature. The membership recognizes that there needs to be a quorum.

It was noted that neither federal law nor NH RSA mandates the SAC to establish and address annual priorities.

## Article IX. Meeting and Procedures

### Meeting Notices

- No changes.

### September SAC Retreat

- No changes.

### Meeting Location, Accessibility, ADA Request, and Interpreter Services

- No changes.

### General Meeting Agenda

- No changes.

### Public Comment

- No changes.

### Special Meeting

- No changes.

### Meeting Quorum

- Esther recommended for clarity to add if a member is appointed to:
  - *Per Section V of these bylaws, SAC members representing the Senate or House Education Committees shall not be considered in determining a quorum for conducting SAC business.*
- It was brought to attention that Melissa has been engaging in discussions with the NHAG regarding the bylaws, despite no members of the bylaw subcommittee or the chair being aware or part of these conversations.

### Votes

- No changes.

### Minutes

- No changes.

## Article X. Annual Report

- No changes.

## Article XI. Miscellaneous Provision

- No changes.

-----

Holly will revise the draft based on feedback from the meeting. The committee members have been meeting biweekly to reach this stage. The leadership of the bylaws committee will contact the members before the September retreat.

Esther Kennedy motioned to adjourn the bylaws committee, and Karen Rosenberg seconded the motion.

- The committee adjourned the meeting at 8:30 p.m.

DRAFT