



## Bylaw Subcommittee Meeting MINUTES

<b>Date and Time</b>	<b>Wednesday, March 15, 2023</b> 6:00-6:30 PM – Pre-meeting (agenda & topic review, <i>optional</i> ) <b>6:30-7:30 PM – Bylaw Subcommittee Meeting</b>
<b>Public Location</b>	Panera Bread, 841 Central Ave, Dover, NH 03820   <a href="#">View map</a>
<b>Virtual Location</b>	<a href="https://meet.google.com/rqs-bmsv-rhr">meet.google.com/rqs-bmsv-rhr</a>

<b>In attendance</b>	<b>Guest</b>	<b>Absent</b>
Holly Carman Esther Kennedy Jennifer Pike Karen Rosenberg, <i>Virtual</i> Moiria Ryan Karen Stokes Tracy Walbridge	Jennifer Blagriff Melissa McKeon	Janet Reed

The meeting was called to order at 6:33 PM- in-person quorum.

- NH SAC Bylaws are not publicly posted on the NHED website.

During the meeting, Karen Stokes nominated Holly Carman as the Chair of the Bylaws Subcommittee, and Moira Ryan seconded the motion.

Esther Kennedy expressed concerns with the vote at the SAC full March 8th meeting and for SAC members interested in joining and voting for a chair. Holly Carman reminded the group that the leadership indicated that additional meetings could happen outside the full SAC meetings during that meeting.

Karen Stokes clarified the process for joining subcommittees as outlined in the bylaws. She highlighted the established subcommittees and the need to follow the proper process for joining. According to Jennifer Blagriff's email to the full SAC, members have yet to contact Holly Carman to express an interest in joining the bylaws subcommittee.

Moiria Ryan reminded the membership of the historical approach to subcommittees and priorities. She emphasized that subcommittees are formed to address issues outside of the priorities with the priorities worked on by the full SAC membership.

Holly Carman reiterated that SAC membership was invited per Jennifer Blagriff's email with directions for those interested in joining the Bylaws Subcommittee. However, no interest was received.

**Roll Call Vote:**

Bylaws Members	Yes	No
Karen Stokes	Yes	
Moiria Ryan	Yes	
Jennifer Pike	Yes	
Karen Rosenberg	Yes	
Esther Kennedy	Abstain	
Janet Reed	---	---
Melissa McKeon	Abstain	
Tracy Walbridge	Yes	
Holly Carman	Abstain	---

Karen Stokes nominated Holly Carman as the Chair of the Bylaws Subcommittee, and Moira Ryan seconded the motion. The motion passed with five yes votes and three abstentions.

Karen Stokes suggested that the group postpone the vote for a vice chair until after the survey is complete and a vice chair is needed. Tracy Walbridge offered to take meeting notes.

At 6:55 PM, the group discussed the approach for reviewing the bylaws.

The group discussed the importance of reviewing the bylaws by sections in a structured manner to be more effective. They also emphasized the need for accessibility in various formats, including ADA compliance, large print, different languages, and PDF format for access with visual screen readers.

To keep it simple for our audience, Holly Carman has been following the recommended best practices of the Office of Special Education Programs (OSEP), other state SAPs bylaws, and the recommendations of the consultant, John Copenhagen. It was noted that the 2016 bylaws could be challenging to read and not user-friendly.

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Regarding the bylaws authorizing statutes that call out IDEA and state RSA, Moira Ryan suggested including them with footnotes to allow for linking information and embedded information. If printed, the long URLs will be available at the backend of the bylaws. This would make the bylaws interactive online and provide a better understanding of the laws.

Esther Kennedy recommended checking the links, and Holly Carman suggested doing a bylaws review quarterly or annually. This can be a standing process and not in the bylaws.

After discussion, the group reached a consensus to include an appendix at the end of the bylaws with the long URL links, along with a statement that the links will be checked at regular intervals. This would ensure that the bylaws remain up-to-date and relevant to the current laws and regulations.

Esther Kennedy suggested having a legal review of the bylaws and noted that historically, the NHED had provided a courtesy review. Holly Carman volunteered to review the bylaws for compliance, and the group noted that they also have the consultant, John Copenhaver, available as a resource.

Karen Rosenberg provided NY’s “The commissioners’ advisory panel was established pursuant to (cites law) ....” suggested a shorter sentence ... the SAC was established pursuant to IDEA and NH Law 186c:3:b....

----- **Article 2** -----

The NH calls itself a State Advisory Committee, which is different from than IDEA, State Advisory Panel (SAP)

----- **Article 3** -----

To improve the accessibility and visibility of the SAC’s purpose, duties, and responsibilities, the group discussed the need to reorganize the information, as it is currently presented in a large paragraph. Holly Carman has created a table that includes both IDEA and NH RSA, which would make the information more visible and easily understandable.

Holly Carman noted that the purpose of the bylaws is to educate and empower SAC members and the public to use this document effectively. By making the information more accessible, the bylaws can be a valuable tool for supporting the SAC’s work and achieving its goals.

Karen Stokes suggested rephrasing the purpose of the New Hampshire State Advisory Committee (SAC) by removing the citation sentence and stating that the purpose of the SAC is to advise the commissioner. The group discussed this suggestion and agreed to revise the language accordingly.

----- **Article 5 Membership** ---

To improve the accessibility and usability of the bylaws, the group discussed the need to include headers for each section, such as Membership Compensation, Membership Vacancies, Membership, etc. These headers would be listed in the table of contents, allowing users to quickly navigate to specific sections within the bylaws.

By implementing these changes, we aim to make the bylaws more user-friendly and easier to understand for SAC members and the public.

After discussion, the group reached a consensus to address the membership section on its own, separate from other sections, to provide greater clarity and emphasis on the importance of membership.

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Karen Stokes motioned to adjourn the bylaws committee, and Moira Ryan seconded the motion. The committee adjourned the meeting at 7:38 PM.

**Roll Call Vote:**

Bylaws Members	Yes	No
Karen Stokes	Yes	
Moira Ryan	Yes	

Jennifer Pike	Yes	
Karen Rosenberg	Yes	
Esther Kennedy	Yes	
Janet Reed	---	---
Melissa McKeon	Abstain	
Tracy Walbridge	Yes	
Holly Carman	Yes	
Jennifer Blagriff	Yes	

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#### Next Meeting:

- **Wednesday, March 29, 2023**
- 6-6:30 PM – Pre-meeting (agenda & topic review, *optional*)
- 6:30-7:30 PM – Bylaws subcommittee Meeting
- Physical Location: Panera Bread, 841 Central Ave, Dover, NH 03820 | [View map](#)
- Virtual Location: Video call link: <https://meet.google.com/wjz-cqrr-chw>
- Agenda published publicly at <https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-support/special-education/sac-meetings>