



Bylaw Subcommittee Meeting MINUTES

Date and Time	Tuesday, May 9, 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/ywz-osnk-dit

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

- The meeting was called to order at 6:31 PM – when an in-person quorum was met.
- Moira Ryan connected virtually at 7:06 PM

Review of the draft meeting minutes.

Karen Stokes motioned to approve the meeting minutes for April 26, 2023, Esther Kennedy seconded, and the motion passed with a majority vote, but Karen Rosenberg abstained.

The committee discussed the issue of starting the meetings earlier and going a little longer.

Esther requested that a working document be created to track the changes discussed and to update the list of new subcommittee members. Holly volunteered to work on compiling the necessary information and putting it together in a working document. The document will be added to the committee's "parking lot" for suggested committee rules or Policies and Procedures (P&P).

Article VII - Department of Education Support to SAC

Discussion on the current status of the full SAC and the recent presentation by the Attorney General at the May Full SAC Meeting. Administrative support was acknowledged to be provided to the SAC by the NH Department of Education, Bureau for Special Education.

The roles of the Chair and the NHDOE designee were discussed. The NHDOE designee was responsible for taking minutes of the SAC meetings, recording term expirations, board agendas, and handling 91A requests. It was noted that the SAC had not had a secretary in the past.

Karen Stokes shared her experience of joining the SAC, stating that she had to attend two meetings and provide a resume, while others had only submitted a letter of interest to the Governor for their appointment. Stokes believes that the bylaws needed to reflect the appointment process more accurately. The committee revisited the past meeting discussion to contact the Governor and follow their appointment guidelines, as noted on page 3.

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.

Esther narrowed down the administrative support required by the committee. She proposed that the administrative support should consist of a designee responsible for

- (1) Taking meeting minutes
- (2) Be a liaison with the Governor to keep the membership of the committee up-to-date.

Holly Carman referenced the RSA as a guidepost for administrative support. Karen Stokes raised concerns about the committee's ability to function effectively, regardless of whether or not it receives administrative support from the NH Department of Education. The committee members had a collaborative discussion about this issue and agreed to revisit it after receiving feedback from the NH Attorney General.

Page 6, top stayed unchanged.

Article VIII Committees / Committee Structure

Discussion on the election of leadership positions. It was proposed having a 30-day notice period for elections and suggested electing each position individually, rather than having one position elected and allowing that individual to choose the other positions such as Vice Chair, 2nd Vice Chair.

Additionally, the committee members discussed adding two new positions to the leadership team - a Parliamentarian and a Legislative Chair (with their own standing committee). The Parliamentarian would be responsible for ensuring that the committee operates in accordance with its bylaws and rules of order, while the Legislative Chair would be responsible for tracking legislative updates, commenting on proposed rules and regulations (*if needed*), etc.

The committee members reached a consensus on the election process for the chair and vice chair positions. They agreed that the SAC should directly elect these positions, rather than having one position elected and allowing that individual to choose the other positions such as Vice Chair.

The committee members decided to have a designated Parliamentarian, rather than a second Vice Chair. The Parliamentarian would be responsible for ensuring that the committee operates in accordance with its bylaws and rules of order.

For subcommittees, Holly Carman proposed a statement “the SAC shall have the ability to create standing subcommittees; as needed...”. This subcommittee, Policy & Legislation, to have a chair selected by the full SAC membership. For the responsibility of the NH Department of Education to provide proposed rules to the committee. Consensus that the NH DOE has a responsibility to provide (in advance) these proposed rules to the SAC, as the SAC serves to advise the NH DOE.

Meetings and Procedures

Meeting Notices

The committee members discussed the posting of meeting notices in two locations, using language from 91A. The committee members discussed the issue of URL links in the bylaws. They recognized that URLs can change, causing the links to become outdated.

September Retreat

The committee members reached a consensus to remove the address from the bylaws.

ADA Requests

Page 6, stayed unchanged.

Snow Dates

Discussion to change the reference from "winter months" to "inclement weather." Members recognized that inclement weather can occur outside of the traditional winter months and wanted to ensure that the policy was inclusive.

Members also agreed to wait for feedback from the NH Attorney General's office regarding the change that the SAC Chair will notify SAC members by email.

Members discussed what constitutes a meeting cancellation and rescheduling. They agreed to discuss this topic further at the next meeting to establish clear guidelines. Members reached a consensus that the last sentence (page 6) needs to be repeated.

- *Committee members reached a consensus at 7:31 PM to continue the meeting until the Public Comments portion of the agenda.*

General Meeting Agenda Structure

Discussion and consensus. Meeting and agendas for regular SAC may include but not limited to:

1. Roll Call
2. Review and approval of minutes
3. Presentation by the Bureau or other invited guests, as requested by SAC members to assist
4. Update report from the Department of Education, Bureau of Special Education
5. Remove current events and new or emerging issues and replace with SAC Priorities
6. Subcommittee update with a suggestion of 5 mins.
7. Announcements and correspondences to SAC
8. Old Business
9. New Business

10. Public Comments - With the option to take a vote to move public comment ahead

11. Adjourn

Members agreed that the following section will be reviewed and presented during the next meeting.

- Public Comment
- Individual or Organization Comment
- Special Meetings
- Quorum
- Votes
- Minutes
- Subcommittees / Priority Committees
- SAC Members as Liaisons
- SPP/APR

Karen Stokes motioned to adjourn the bylaws committee, and Esther Kennedy seconded the motion. The committee adjourned the meeting at 7:48 PM.

The next scheduled bylaws meetings are as follows:

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