



## Bylaw Subcommittee Meeting MINUTES

<b>Date and Time</b>	<b>Wednesday, March 29, 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/wjz-cqrr-chw">https://meet.google.com/wjz-cqrr-chw</a>

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

The meeting was called to order at 6:34 PM- in-person quorum.

Roll Call Vote to open the meeting :

Bylaws Members	Vote
Esther Kennedy	Yes
Jennifer Pike	<i>Joined at 6:54 PM</i>
Janet Reed	<i>Absent</i>
Karen Rosenberg	Yes
Moiria Ryan	Yes
Karen Stokes	Yes
Tracy Walbridge	Yes
Holly Carman	Yes

The process of recording the bylaws subcommittee was reviewed.

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### Public Location Access for Future Meetings

During the meeting, the committee discussed potential locations for future meetings. Several options, including the Northwood Library, Portsmouth Library, Durham Library, Dover Library, and University of New Hampshire Library, were considered. The committee noted that most of these library locations are available free to community members and at a cost to non-residents.

Holly Carman was tasked with following up on the availability of these locations for the next meeting. The committee decided to discuss the matter further through email in order to determine the best option for the committee and its attendees.

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### Prioritizing Work on Bylaws

There was a consensus among members to prioritize work on the bylaws so that the committee could join another subcommittee. The group discussed the possibility of being on multiple subcommittees and the potential challenges of making a quorum at the full SAC meeting, which is scheduled to take place on April 5th.

The committee members expressed their commitment to working together to ensure that they could successfully contribute to the subcommittees and to the larger SAC group.

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### Approval of March 15th Meeting Minutes

Karen Stokes motioned to move the last meetings, March 15, 2023, minutes forward. Moira Ryan seconded.

Bylaws Members	Vote
Esther Kennedy	Abstain
Jennifer Pike	<i>Absent / Joined at 6:54 PM</i>
Janet Reed	<i>Absent</i>
Karen Rosenberg	Abstain
Moira Ryan	Yes
Karen Stokes	Yes
Tracy Walbridge	Yes
Holly Carman	Yes

- The motion passed with four yes votes and two abstentions.
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## Achieving Consensus and Effective Communication

Members discussed the importance of achieving consensus and working through difficult conversations. Members emphasized the need for open and respectful communication, even in the face of disagreements or challenges, and recognized that difficult conversations are a natural part of the decision-making process. Overall, the discussion highlighted the importance of effective communication and collaboration in achieving shared goals.

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## MEMBERSHIP

### Reviewing Current Practices in Relation to Bylaws

Discussion on the importance of ensuring that our current practices were in line with the bylaws. Members recognized that there may be discrepancies between the bylaws and the way the committee is currently functioning, and questioned whether the current practices were the correct way to model the committee's activities.

### Page 2 Article 5

Section 186-C:3- b II of the bylaws, which outlines the descriptors of membership. It was noted that this section, along with Section 186-C:3- b III, will remain unchanged.

Section 186-C:3- b III of the bylaws was reviewed, specifically in regards to the terms of membership. It was noted that these terms will remain unchanged.

Members discussed concerns around the current membership structure and the need for greater clarity around membership terms and renewal. It was noted that all members had been appointed at the same time and were not staggered, which raised questions about what would happen when their terms ended and whether they would be able to succeed themselves under the current bylaws.

There was also a discussion about who was responsible for keeping track of membership, with questions around whether NHED or the Governor's Office was tracking membership and whether members needed to worry about their membership status.

Karen Rosenberg then brought up the idea of a Membership Nomination Committee, which is used in other states to provide outreach and nomination of members to the governor. The group discussed the potential benefits of such a committee, including increasing parent representation and ensuring a more diverse membership.

Membership Compensation will remain unchanged.

Membership Openings Members discussed the process for filling vacancies on the SAC, and it was noted that SAC members are responsible for recruiting and nominating members. However, there was consensus to remove the phrase "and nominate members" as this is the responsibility of the governor or their designee. Instead, it was suggested to change the language to "recommend members."

Karen Rosenberg brought up the idea of a Membership Nomination Committee again, but Karen Stokes reminded the group that this process did not need to be included in the bylaws since it is the governor or their designee who appoints members. Stokes emphasized the need for clarity and noted that the SAC cannot nominate members themselves. Stokes also pointed out that a subcommittee can be formed at any time if there is interest in exploring the idea further. Rosenberg agreed with this approach and the group agreed to keep this in mind for future discussions.

Overall, the discussion highlighted the need for greater clarity around the processes for appointing members to the SAC, and members recognized the importance of aligning with state regulations and guidelines.

**Membership Requirements** Discussion on the requirements for membership and noted that interested individuals can contact the governor or their designee directly. There was a discussion on the use of resumes in the membership process, with some members expressing concerns about the negative impact that a focus on resumes might have on the diversity and inclusivity of the group.

As an alternative, there was consensus for a letter of interest as an option for interested individuals to provide more information about their experience and qualifications. Overall, members emphasized the importance of ensuring that the membership process is transparent and accessible to all interested individuals.

There was consensus to remove the last paragraph on page 3.

Discussion on information in our current bylaws would be fit nicely in a SAC membership packet and the SAC webpage. Members reached a consensus that information about SAC membership requirements and processes should be included in a membership packet and on the SAC webpage.

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**General Court (House and Senate) Membership** These seats on the SAC that are not IDEA seats but are included according to state law. Members reached a consensus that these seats should be counted towards the quorum and allowed to vote, as they are required by state law to be represented on the SAC. <https://www.gencourt.state.nh.us/rsa/html/xv/186-c/186-c-mrg.htm>

**New SAC Members** Members discussed the need for a “rule” “guidelines” (policy and procedure) book for the SAC, which would include information on how new members are welcomed and on boarded onto the SAC. Members noted that in the past, there had been some confusion around this process and that having a clear and accessible policy and procedure book would be helpful in ensuring that new members feel welcomed and supported as they join the SAC. Members agreed that this book would be an ideal location for this information, and emphasized the importance of ongoing updates and revisions to ensure that the rule (P&P) book accurately reflects current practices and processes.

Members reached a consensus that after the bylaws are completed, the Bylaws subcommittee should work on creating a set of sample policies and procedures that are balanced against the bylaws. Members emphasized the importance of ensuring that these policies and procedures accurately reflect the bylaws, and noted that as items are removed from the bylaws, they should be considered for inclusion in the policies and procedures document. This decision reflects the bylaws commitment to ensuring that the SAC operates in a clear and transparent manner, and that all members have access to the information and resources they need to be effective in their roles.

Karen Rosenberg shared that she had reviewed the bylaws of other states and found them to be much simpler and more streamlined than the current bylaws of the SAC.

**Membership Attendance** moved to next month.

**Membership Resignation** moved to next month.

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## **Transfer of Email and History Related to Bylaws**

Holly Carman shared that the email address [nhsac.bylaws@gmail.com](mailto:nhsac.bylaws@gmail.com) is being used to communicate with members about the bylaws. She emphasized the importance of transferring the email and all the related history to the next chair of the committee to ensure continuity and prevent any loss of important information.

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Holly Carman motioned to nominate Karen Stokes as the vice-chair of Bylaws Subcommittee; Karen Rosenberg seconded.  
Roll Call Vote:

Bylaws Members	Vote
Esther Kennedy	Abstain
Jennifer Pike	Yes
Janet Reed	<i>Absent</i>
Karen Rosenberg	Yes
Moira Ryan	<i>Left at 7:10 PM</i>
Karen Stokes	Abstain
Tracy Walbridge	Yes
Holly Carman	Yes

- The motion passed with four yes votes and two abstentions.
- **Karen Stokes is now recognized as the Vice Chair of the NH SAC Bylaws Subcommittee**

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Holly Carman motioned to nominate Tracy Walbridge as Secretary of Bylaws Subcommittee; Karen Rosenberg seconded.  
Roll Call Vote:

Bylaws Members	Vote
Esther Kennedy	Abstain
Jennifer Pike	Yes
Janet Reed	<i>Absent</i>
Karen Rosenberg	Yes
Moira Ryan	<i>Left at 7:10 PM</i>
Karen Stokes	Yes
Tracy Walbridge	Abstain
Holly Carman	Yes

- The motion passed with four yes votes and two abstentions.
- **Tracy Walbridge is now recognized as the Secretary of the NH SAC Bylaws Subcommittee**

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## Adjournment

Karen Rosenberg motioned to adjourn the meeting. The motion was seconded by Tracy Walbridge.

The committee members discussed the agenda items covered during the meeting and recognized that they had accomplished the goals they had set out to achieve.

The motion was put to a vote, and it passed unanimously. The meeting was adjourned at 7:30 PM.

Bylaws Members	Vote
Esther Kennedy	Yes
Jennifer Pike	Yes
Janet Reed	<i>Absent</i>
Karen Rosenberg	Yes
Moira Ryan	<i>Left at 7:10 PM</i>
Karen Stokes	Yes
Tracy Walbridge	Yes
Holly Carman	Yes

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### Next Meeting:

- **Tuesday, April 11, 2023**
- 6-6:30 PM – Pre-meeting (agenda & topic review, *optional*)
- 6:30-7:30 PM – Bylaws subcommittee Meeting
- Physical Location: Rochester Recreation Center, 150 Wakefield St, Rochester, NH 03867 | [View map](#)
- Virtual Location: Video call link: <https://meet.google.com/nbr-zwji-jeh>
- Agenda published publicly at <https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-support/special-education/sac-meetings>