

M.S.A.D. #30  
SCHOOL BOARD MEETINGS PROCEDURE

BDA, BDD,  
BDCC,  
BCA

Presiding Officer:

The chairperson of the Board of Directors shall preside at all meetings of the Board' of Directors. In the event of inability of the chairperson to preside, the vice-chairperson shall perform the duties of the chairperson. In the absence or inability of both chairperson and vice-chairperson, the remaining members shall elect another member to act in that capacity.

Sub-Committees:

Sub-committees shall be voted by the Board of Directors unless the Board authorizes the chairperson to appoint a specific committee. All sub-committees except the finance committee shall serve in an advisory capacity. The finance' committee shall serve in an executory capacity as prescribed by the Board.

Yearly Organizational Meeting:

The Board of Directors shall in the month of April during their regularly scheduled meeting elect a chairperson, vice-chairperson, and sub-committee members as needed.

Meeting Schedule:

The Board of Directors of M.S.A.D. #30 meets regularly on the fourth Tuesday of each month at 7:00 p.m. at the Mt. Jefferson Jr. High School, the Edith Lombard School, or the Lee/Winn School.

To Place An Item On The Agenda:

A resident or nonresident of the district, any member of the staff, or any organization operating in the district may request the placement of School Board Meeting procedures a matter on the agenda, provided the applicant files a written request with the Superintendent of Schools. To be acceptable, a written request should include the name, address, and telephone number of the person or persons making the request, the name of the organization or group represented, if any, a statement of action to be requested by the Board of Directors and pertinent background information leading to the request.

Date and Placement On The Agenda:

The Superintendent of Schools, upon receipt of a properly executed request, shall set a date for the inclusion of the requested item on the agenda as soon as practicable, bearing in mind such consideration as allowing sufficient time to gather pertinent information, to assemble members of the staff who have sufficient knowledge of the subject, and to place the matter on the agenda of a regular meeting. The superintendent of Schools shall notify the individual or group of the date of the meeting at which the item will be considered.

Who May Address The Board:

1. Residents of the district.
2. Members of the staff.
3. Parents of students enrolled in the district.

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4. Individuals who have been requested by the Superintendent of Schools or the Board of Directors to present a given subject.
5. Nonresidents of the District who have requested and received permission of the Superintendent of Schools in prescribed manner.

Items of Discussion:

Only items on the written agenda of the Board of Directors will be discussed at any meeting of the Board of Directors unless the Board of Directors, by majority action, agrees to place additional items on the agenda at the request of the Superintendent of Schools or a member of the Board of Directors.

Time Limits For Speakers:

The chairperson may limit the time of any speaker.

Conduct And Remarks Out of Order:

Undue interruption or other interference with the orderly conduct of Board of Directors' business cannot be allowed. Defamatory or abusive remarks are always out of order. The Chairperson may terminate the speaker's privilege of address if after being called to order; he persists in improper conduct and/or remarks.

Questions And Comments By Board And Superintendent:

Any member of the Board of Directors and Superintendent of Schools may interrogate a speaker or make comments to the speaker's remarks.

Charges, Complaints, or Challenges:

At a public meeting of the Board of Directors, no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional material or procedures in the District. All such charges, complaints, or challenges shall be presented to the Superintendent or Chairperson of the Board of Directors in writing, signed by the complainant. All such charges, if presented to the Board of Directors directly, shall be referred to the Superintendent of Schools for investigation and report.

Circulation Of Materials:

Any written or printed material relating to the agenda must be submitted to the Superintendent of Schools by Wednesday preceding the meeting. Materials will be transmitted to the members of the Board of Directors along with the agenda.

APPROVED: 9/27/83