

# EDUCATION EXPLORATION COMMITTEE BYLAWS

Provisions of these Bylaws shall not be in conflict with any other Town Ordinance or Select Board Policy.

## **SECTION 1: ESTABLISHMENT**

The Education Exploration Committee was established by the Select Board at its duly called Meeting on November 6, 2018 (refer to Select Board's November 6, 2018 Meeting Minutes, Agenda item 4.A.).

## **SECTION 2: PURPOSE**

The purpose of the Education Exploration Committee, hereinafter referred to as the "Committee", is to explore the best way to continue providing quality education to our students. The Committee recognizes that it serves at the pleasure of the Select Board and as such represents the community. The Committee agrees to function in compliance with open meeting law and conduct itself in a manner that is professional and above reproach.

## **SECTION 3: COMPOSITION**

The Committee shall be composed of three (3) members. Said members must be residents of the Town of Buckfield.

## **SECTION 4: APPOINTMENT**

Any person seeking appointment to the Committee shall be appointed in accordance with the Town of Buckfield's Appointment Policy.

## **SECTION 5: OFFICERS AND MEMBERS**

### **A. Chairperson:**

- a. The Committee shall annually, in the month of July, elect a Chairperson from among its members.
- b. The Chairperson shall preside at all Committee meetings and shall be a member of any and all sub-committees.
- c. The Chairperson shall prepare an Agenda for every duly called Meeting.

### **B. Vice-Chairperson:**

- a. The Committee shall annually, in the month of July, elect a Vice-Chairperson from among its members.
- b. The Vice-Chairperson shall assist the Chairperson and in the absence of the Chairperson shall perform the duties of Chairperson.

### **C. Secretary:**

- a. The Committee shall annually, in the month of July, elect a Secretary from among its members.
- b. The Secretary shall notify members of meetings and activities, and be responsible for all official correspondence of the Committee.
- c. The Secretary shall keep a true and accurate account of all proceedings of the Committee Meetings in the form of Minutes and in accordance with the Meeting Agenda.

- d. The Secretary shall submit a copy of the Committee approved Minutes and their associated Agenda to the Town Clerk within seven (7) days from the date of Committee approval.

D. *Member:*

- a. All Members shall agree to be committed to the Committee.
- b. All Members shall sign a copy of these By-Laws and submit such to the Town Clerk as proof of receiving these By-Laws.

E. *Member's Attendance:*

It shall be the responsibility of the Chairperson to report in writing to the Select Board any member who fails to attend three (3) consecutive regular meetings or any member who fails to attend four (4) regular meetings in any twelve (12) month period. The Select Board will at its next regularly scheduled meeting conduct an executive session with the member that has missed the meetings and determine if the absences were excusable and if found to not be excusable will remove the member from the Committee for cause.

**SECTION 6: MEETINGS (Regular, Special, Quorum)**

A. *Regular Meetings:*

Regular Meetings shall be determined by majority vote of the Committee at a duly called Meeting. At least seven (7) days prior to the regular meeting, the Committee Secretary shall notify the Town Office of the date and time of a scheduled regular meeting.

A regular scheduled Meeting date, time, and/or place may be changed upon a majority vote of the members at a duly called Meeting and the Committee Secretary shall notify the Town Office of the change.

B. *Special Meetings:*

Providing at least a seven (7) days notice is given to the Town Office, a Special Meeting may be called by the Chairperson or by any four (4) members providing a written request is submitted to the Chairperson by each requesting member. Special meetings shall be limited to a stated purpose, which must be communicated in advance to all members.

C. *Emergency Meetings:*

Providing a 24 hour notice is given to the Sun Journal, the Advertiser Democrat, and the Town Office, an Emergency Meeting may be called by the Chairperson. An Emergency Meeting may only be called when a situation arises that cannot not wait to be addressed at a Regular Meeting or Special Meeting due to time constraints.

D. *Meeting Place:*

The Buckfield Municipal Center shall be the official meeting place of the Committee, unless otherwise voted by the Committee and duly publicized.

E. *Quorum:*

- a. A quorum is required to conduct any business.
- b. A quorum is defined as a majority of those Members appointed to the Committee.

F. *Parliamentary Procedure:*

All Meetings of the Committee shall be conducted in accordance to Roberts Rules of Order.

## **SECTION 7: REMOVAL OF AN OFFICER / MEMBER**

If an officer or member of the Committee does not fulfill his/her duties required as described in Section 5 above, that Officer/Member will be notified in writing of a Special Meeting of which will solely be for the purpose of discussion and voting on the removal from office. At said Meeting, the Officer/Member may present statements to the Committee in an effort to retain his/her position.

Recommendation for removal shall occur if so voted by a 2/3 majority of the members present at said meeting by secret ballot. The results of said vote shall be provided to the Select Board and it shall make the final determination for removal.

The Select Board reserves the right to remove any member of the Committee for cause.

The Select Board shall notify in writing the Committee Chairman as well as the Member/Officer in question of an Executive Session scheduled specifically to review the allegations against him/her. Said notification shall be provided at least fourteen (14) days prior to the date of the Executive Session.

## **SECTION 8: SUB-COMMITTEES**

The Committee may constitute any additional Sub-Committees on an interim basis by a majority vote of the Committee.

A. *Composition of Sub-Committees:*

Sub-Committees shall be composed of no less than three (3) and no more than seven (7) individuals.

Sub-Committee members shall consist of at least one (1) Committee member and volunteers who express their desire to serve on any given Sub-Committee.

B. *Appointments to Sub-Committees:*

All Sub-Committee appointments shall be made by majority vote of the Committee at a duly called Regular Meeting after soliciting member preferences and weighing all possible options.

C. *Meetings of Sub-Committees:*

All Sub-Committee Meetings shall be held in public places and all Committee members shall be notified of the time and place of any Sub-committee Meeting at least 24 hours prior to the Meeting. Said notification may be accomplished by an e-mail.

All Sub-Committees shall be Chaired by a member of the Committee who has been duly appointed to the Sub-Committee.

D. *Action Plan & Reporting of Sub-Committees:*

All Sub-Committees shall provide a written Action Plan to the Committee at least one (1) month prior to the commencement of Plan to allow the Committee to approve the Plan and allow adequate time to order/purchase approved materials needed to carry through the Plan.

It shall be the responsibility of the Sub-Committee Chair to provide a monthly report of the Sub-Committee activities to the Committee at a regularly scheduled Committee Meeting.

**SECTION 9: ANNUAL REPORT**

The Committee shall submit during the first week in May of each year to the Town Manager an Annual Report summarizing the Committee's affairs. Said Report shall be inserted in the Annual Town Report.

**SECTION 10: BY-LAWS REVIEW**

The Committee shall during a Regular Meeting in the month of July review its' By-Laws and present any proposed amendments to the Select Board.

**SECTION 11: ADMENDMENT OF BY-LAWS**

These By-Laws may only be amended by the Select Board at a duly called Meeting.

**SECTION 12: ADOPTION**

We, the undersigned Select Board do hereby adopt these By-Laws at a duly called Meeting on December 4, 2018.



Cheryl Coffman, Selectperson



Dona Grant, Selectperson

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Tina Brooks, Selectperson