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Reviewed: 8/15/23

(NEPN/NSBA Code: BE, BEDL, BEC)

Previous Revision: 5/4/04, 1/2/07, 3/7/17

Revised: 5/4/21

DEER ISLE-STONINGTON CSD BYLAWS

Meetings

1. Regular Meetings

The Board shall hold a regular business meeting once a month on the second Monday of the month at 5:30 unless otherwise set by action of the Board. There will be no regular meeting in the month of July.

2. Special Meetings

A special meeting of the School Board is a meeting that is held to address important matters that arise between regular meetings and/or require School Board action before the time set for the next regular meeting, or to consider a single subject in one session.

A special meeting may be called at any time at the discretion of the Chair or at the request of the Superintendent. A special meeting shall be called at the written request of a majority of the School Board.

The Superintendent shall be responsible for providing notice of a special meeting to School Committee members and the media at least 72 hours in advance of the meeting. The notice or agenda shall indicate the subject(s) of the meeting and action to be taken.

No business other than that stated in the notice of the meeting shall be transacted unless the Board agrees by a majority vote to consider other business.

3. Emergency Meetings

An emergency meeting of the Board is a meeting that is called because a matter is so urgent that it must be addressed immediately and the advance notice required for a special meeting cannot reasonably be provided.

An emergency meeting may be called by the Chair or at the request of the Superintendent.

Whenever practicable, 24-hour notice will be provided. The Superintendent will notify the media of an emergency meeting by the same or faster means used to notify School Board members. The notice will indicate the purpose of the meeting.

No business may be transacted other than that related to the purpose for which the emergency meeting was called.

4. **Executive Session (BEC)**

The meetings of the Board shall be public except when the Board shall vote to hold an executive session in accordance with Maine statute. Only the matter(s) stated in the motion to enter executive session will be considered. If an agenda item involves an executive session, it will be taken in sequence on the agenda whenever possible. Matters shall be voted on only in public session. Board members and others participating in an executive session shall not disclose any details of discussions during executive sessions. The Superintendent or designee shall attend all executive sessions except when the Board is discussing the Superintendent's contract, evaluation or performance.

5. **Workshops and Informational Meetings**

The School Board, at its discretion, may schedule workshops and other meetings to discuss a particular subject or proposal or to gather input from staff, community or other groups.

6. **Quorum (BEDC)**

Unless otherwise required by law or Board policy, a majority of Board members shall constitute a quorum.

7. **Meeting Length/Adjournment (BEDL)**

It is the intent of the Board that meetings last no more than three hours. This may be extended by unanimous consent of the Board.