

M.S.A.D. # 46 By-Laws

1. The Board will customarily meet on the first Wednesday of each month at 7:00p.m.; exceptions will be announced in advance.
2. Special meetings of the Board may be called by the Chairman whenever necessary.
3. All Board members will be sent an agenda and notification of time and place of meetings at least two days in advance of regularly scheduled meetings.
4. The Board will notify the Superintendent one-week in advance if they have items to be placed on the agenda.
5. The Board officers shall be elected at the regularly scheduled July Board meeting of each year.
6. The officers to be elected shall be a Chairman and Vice-Chairman.
7. The Superintendent shall, with the advice and consent of the Chairman, be responsible for making-up and send out an agenda.
8. The Chairman shall be responsible for the conducting of all meetings and calling special.
9. Minutes shall be approved at the succeeding meeting and must be signed by the Superintendent.
10. All Standing Committees and representatives to any regional or state advisory boards will be appointed as soon as practicable after the Board's regularly scheduled July Board meeting of each year.

MSAD #46 Standing Committees:

- Budget and Finance
- Curriculum and Instruction
- Facilities and Transportation
- Negotiations
- Policy

MSAD #46 State or Regional Representatives

- Tri-County Technical Center Regional Council
- Piscataquis Valley Adult Education Cooperative (PVAEC)

- Maine School Boards Delegate Assembly

11. The Chairman will review any committee vacancies with the Board and suggest the necessary nominations, to keep all standing committees at full membership. The Board then votes on committee and representative memberships.
12. By-laws and policies may be amended or enacted at a regular monthly meeting which has been preceded by a thirty-day notice. A two-third's vote of those present is necessary for an amendment or enactment.
13. The Chairman and Superintendent may add items to the agenda after it is mailed to all the Board members; however, the Board members may vote to table any added item until the next regular meeting.
14. Salary vouchers and material vouchers shall be signed by at least three members of the Board.

LEGAL REF: _____

Date Adopted: 3/6/85
Date revised 10/4/95
Date revised 12/2/98
Date revised 2/1/06