

**ADOPTED: October 2, 1975**  
**REVISED: November 16, 1978, July 21, 1988**  
**REVIEWED: April 29, 1993**  
**REVISED: January 9, 2003**

## SCHOOL BOARD MEETINGS

### BY LAWS ARTICLE II

- A. **Regular meetings** - The secretary shall, at least 24 hours prior to the holding of a meeting, notify each Director of such meeting to be held. All meetings of the Board shall be held on the first and third Thursdays of each month unless specified in the notice from the secretary. The place where the meetings are to be held shall be decided by the Board.
- B. **Annual Meeting** – The Board shall hold its annual meeting no later than the second meeting in December except that the meeting may be scheduled in January by mutual consent of the Superintendent and Board Chair. The Superintendent shall send out notice and agenda of the Annual Meeting to each Director at least one week in advance.
- C. **A Special Meeting** may be called by the Superintendent, Chairperson, the Board or any three Directors. Written or oral notice shall be given to each Director. Only that business for which the special meeting has been called may be taken up. Special meetings of the Board may be held at any time without notice, provided all the School Directors of the District are present. or those not present have waived notice thereof.
- D. The Directors shall not transact any business at any meetings unless a majority of the Directors is present in number and voting power.
- E. **Organizational Meeting** - The annual election of officers shall be held at the first stated meeting after all municipal elections have been held in the towns of MSAD #54.

Legal Reference: Title 1 MRSA Sec. 403  
Cross Reference: BDC - Executive Sessions