**Things we were working to finish:**

**More questions about Officers-**

* What happens if we can’t get enough board members at some point?
* What is the fewest we can have?
* Do we need terms? Possible language: A Board Member is limited to \_\_\_\_consecutive one year terms, after which one year must elapse before becoming eligible for re-election to a position previously held. If a Board Member has been elected to fill an unexpired term, he/she will then be eligible for \_\_\_\_\_ additional one year terms.
* Can officers vote on things or do they bring things to the membership to vote on?
* How and when do we remove board members?
* How do we fill and empty position?
* How do we do elections this fall?

**Article V: Voting Quorum**

* All decisions requiring a vote will be made by simple majority (50% plus one) of the voting members present at any SEPAC meeting.  A quorum of no less than \_\_\_\_\_\_\_\_\_  voting members must be present in order to cast a vote.

**Article VI: Elections**

* Officers of the SEPAC are elected by the voting membership and hold office until: **(pick one)** *the next annual meeting/one year/two years.*
* Elections shall occur at the **(*month or annual)*** meeting.
* All voting members are eligible to make nominations.
* Nominations can be done at a general meeting, but voting may not take place at the same meeting as the nominations.
* Elections shall be decided by a simple majority vote of the voting membership, subject to the presence of a quorum.
* Elections shall be decided by a simple majority vote collected through cast ballots.
* In the fall of every school year, at the first meeting of the SEPAC, the Board, will hear nominations for the new school year. Candidates can be any voting member. Candidates wishing to be on the SEPAC Board shall attend that meeting and present a brief introduction. The SEPAC shall gather the votes, count the votes privately, and then announce the results. A simple majority will be the rule. The new Board shall assume his/her new roles at the end of the meeting.
* New officers shall take office immediately following their election.
* If any office becomes vacant, an election for that office shall be held ***(by special meeting, at the next monthly meeting****,* provided notice is posted.
* Any officer may resign by delivering a written notice of resignation by mail, in person, or by email to the Director of Student Services and the SEPAC Chairperson or Co-Chairperson.  Resignation shall be effective upon such delivery unless the resignation is slated to be effective at another time.  An officer may be removed with or without cause by vote of the voting members.
* The SEPAC will inform the school district of the outcome of the annual elections and the names, addresses and phone numbers of the new board by **\_\_\_\_\_**1st of each year.
* Other questions- How will voting take place?  Who will count the votes? Will we vote on a “slate” or “individual nominations”?

**Article VII: Meetings and Procedures**

**Section One:**

* Meetings are defined as any SEPAC meeting, activities, or committee meeting at which a quorum is met.
* The SEPAC shall plan to hold a minimum of   **\_\_\_\_** meetings each year.
* The schedule of meeting dates shall be determined at the  **\_\_\_\_\_\_\_\_\_** meeting .
* The annual meeting will be held in May of each year.   Elections will take place at the annual meeting.  Nominations will take place during the April meeting.
* The dates of all meetings shall be determined annually by the officers keeping in mind major school district events.
* Advanced notice of any and all meetings and elections will be published/posted with a minimum of 48 hours advance notice and comply with the MA Open Meeting Law regulations.
* Minutes of all SEPAC meetings shall be recorded and posted in accordance with the MA public records law.
* The SEPAC shall hold an Annual Meeting of the voting members each year for the purpose of election officers and to vote on any matters as shall be specified in the notice of such meeting.

**Section Two:**

* Roberts Rules of Order are the default procedures for this organization.
* Open Meeting Laws will be followed.

**Section Three:**

* The following meeting norms will be used during all meetings:
  + Come to the meeting with a respectful and patient attitude, ready to listen to others and participate.
  + Contributions made during the meeting should be kind, courteous, respectful and productive.
  + Once the chairperson has brought the meeting to order, wait to be recognized by the chair before speaking.
  + Please keep your contribution to the meeting focused on the current agenda item/topic.
  + Side conversations and disrespectful comments will not be tolerated.
  + Electronics, if not being used for the meeting, should be turned off or set to vibrate.  In the event of an urgent call, please excuse yourself to take the conversation outside the meeting space.
  + Open meeting law must be followed, if you have personal concerns or issues regarding the SEPAC please reach out to the chair or a district administrator to discuss.
* **Other questions**-
  + When do meetings take place?
  + Where do meetings take place?
  + Can the executive board meet and have an organizational meeting?
  + When/where is the calendar posted?
  + When is the parent’s rights meeting?

**Article VIII: Conflict of Interest**

* Any officer who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the SEPAC, of such a nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

**Article IX: Amendments**

* These By-laws may be amended by a simple majority of the voting members at a general meeting, but by-law changes may not be voted upon in the same meeting as they are proposed, unless a quorum (as described in Article V) votes unanimously to approve the change.

**Article X:** Do we need any other Articles? (See below for ideas other SEPAC have)

**Subcommittees-**

How will they be formed?

How many people? Who?

Run by an Exe. Board member?

How do they report?

How long do they function?

Possible language: Subcommittees shall be created and disbanded as needed at the discretion of the Officers and shall report on activities to the Chairperson(s) and members at Regular Meetings.

**Internet and Social Media**

Do we need a policy?

Do we communicate electronically?

**Others**

Who can talk on behalf of SEPAC?

Confidentiality?