

## **BYLAWS OF THE DOVER SCHOOL BOARD CITY OF DOVER, NEW HAMPSHIRE**

### **ARTICLE I: Name**

**Section 1.** The name of the School Board shall be the Dover School Board.

### **ARTICLE II: Members**

**Section 1.** The School Board shall be composed of seven members in accordance with Section C4.2 of the City Charter.

### **ARTICLE III: Officers**

**Section 1.** The officers of the School Board shall be a chairperson, a vice-chairperson, and a secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this School Board.

**Section 2.** Officers shall serve a two-year term. Officers shall be elected in accordance with Section C4-2 of the City Charter.

**Section 3.** These officers shall be elected as prescribed in Article IV, Section C4-3, of the City Charter.

**Section 4.** Any officer may be removed from their office by a majority vote of the School Board at any regularly scheduled, monthly, public meeting.

### **ARTICLE IV: Meetings**

**Section 1.** All meetings of the School Board shall be held in the rooms designated by the School Board or the chairperson. The School Board shall meet for organization on the day stipulated by Section C4.3 of the Charter.

**Section 2.** The School Board shall hold its regular monthly meeting on the second Monday of each month. Changes may be made in this schedule due to conflicts with holidays. Regular meetings shall begin at 7 p.m. and end no later than 10 p.m. unless otherwise determined by a two-thirds vote of the members present.

The School Board shall meet on the fourth Monday of each month in workshop session if there is business to be conducted. Workshop sessions shall begin at 6 p.m. and end no later than 10 p.m. unless otherwise determined by a two-thirds vote of the members present.

Nonpublic sessions may be held consistent with the provisions of RSA 91-A:3. The contents of these meetings shall conform to governing state law, RSA 91-A.

**Section 3.** Additional meetings shall be called by the chairperson at any time or upon written request of three members. Each call for an additional meeting shall distinctly specify the purpose for which the meeting is called. No other than such specific matters shall be considered at such special meetings except for emergency in accordance with RSA 91-A. At least twenty-four hours' notice shall be given for such special meetings.

**Section 4.** A majority of the members of the School Board shall constitute a quorum.

**Section 5.** The meetings of the School Board shall be called to order promptly on the hour and then should proceed as follows:

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. AGENDA APPROVAL
- E. CITIZENS' FORUM
- F. APPROVAL OF MINUTES
- G. SUPERINTENDENT'S REPORT
- H. CONSENT AGENDA
- I. STUDENT REPORT
- J. FINANCIAL REPORT
- K. POLICIES-CHANGES-PROPOSALS
- L. POLICY ADOPTION
- M. RESOLUTIONS
- N. OLD BUSINESS
- O. NEW BUSINESS
- P. SUBMISSION AND PAYMENT OF BILLS
- Q. COMMITTEE REPORTS
- R. SCHOOL BOARD MATTERS OF INTEREST
- S. ADJOURNMENT

**Section 6.** The following shall appear on all meeting agendas, except nonpublic meetings.

Citizens, residents of the City of Dover, property owners in the City of Dover, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover and/or residents of sending school districts, are invited to all public meetings, and shall be given an opportunity to speak. Time shall be set aside for citizen statements, Citizen's Forum, at all public meetings, unless a vote to the contrary is taken by the School Board.

Citizens shall identify themselves by name and address for the record, address comments to the presiding officer and the Board as a body and not individual members.

Citizen's Forum will ensure citizens have the opportunity to speak to all other items on a meeting agenda and/or matters pertaining to the business of the School Board. At workshop meetings and special sessions, Citizens' Forum will be restricted to items on the meeting agenda. Statements shall be limited to five (5) minutes unless otherwise extended by the chairperson, with the approval of the School Board.

All citizens are permitted to place items on the agenda through written application to the Superintendent at least one week prior to the meeting date. Citizen items will require a formal motion and a second by seated members to bring the item to the floor for debate.

**Section 7.** All items for the agenda from School Board members shall be submitted in writing to the Superintendent's office before noon on the Tuesday preceding the regular meeting. The chairperson shall determine the order of the agenda for each meeting.

**Section 8.** The School Board shall be comprised of seven members. Every member present, when a question is put, shall vote for or against the same, unless they abstain.

**Section 9.** The ayes and nays upon all questions of appropriations of money shall be called and entered upon the minutes and on all other questions at the request of any member.

**Section 10.** The Dover School Board shall act in accordance with the New Hampshire "Right to Know Law" (RSA 91-A) as amended.

**Section 11.** The following paragraph is to appear on all regular meeting agendas:

All meetings conducted by the School Board are open to the public except for times when the School Board enters non-public session.

**Section 12.** A notice of the time and place of each meeting shall be posted in two appropriate public places and/or shall be printed in a newspaper of general circulation in Dover, at least twenty-four hours, excluding Sundays and legal holidays, prior to such meetings.

#### **ARTICLE V: Workshop Session**

**Section 1.** The Workshop Session shall be defined as a non-policy making meeting of the entire School Board. Said Workshop Session shall assemble for purposes of discussion on topics to prepare the School Board for understanding and action at a subsequent policy-making meeting.

**Section 2.** The secretary shall see that proper minutes of the proceedings are kept on file in the office of the School Board.

#### **ARTICLE VI: Power and Duties of the School Board**

**Section 1.** The Dover School Board shall be the governing body of the Dover School District and derives its authority from State laws and Department of Education Rules.

**Section 2.** The Dover School Board recognizes its duty to provide, at district expense, elementary and secondary education to all pupils who reside in the district, consistent with the provisions of RSA 189:1-a. the Dover School Board further recognizes its additional powers and duties within the scope of this statute.

**Section 3.** The School Board is legally responsible for the establishment of school policies and programs, the determining of the budgetary requirements of the schools, the election of regular employees of the district, and the evaluation of the results obtained. The School Board shall take final action upon recommendation of the Superintendent where the election or assignment of personnel or a change of policy and/or program is involved.

**Section 4.** The secretary shall keep a full and accurate record of attendance and proceedings of all meetings of the School Board and shall have the care and custody of all records, papers, and communications relative to the School Board.

**Section 5.** The School Board shall have the oversight of the financial condition of the School District and shall cause to have prepared and presented a financial statement each month.

**Section 6.** A payroll summary ledger and/or vendor check register will be issued for signature to the Chairperson or Vice-Chairperson on a weekly basis. The School Board shall be presented a manifest of all general fund expenditures for the preceding month, and this shall be issued to the Board for a majority signature of all members present.

**Section 7.** The School Board shall take action on all matters which pertain to the administration of the schools which calls for the investigation of violations of the regulations of the School Board, complaints made by staff, parents, or pupils, and complaints against staff, provided such complaints cannot be investigated and satisfactorily resolved by the Superintendent of Schools.

**Section 8.** The Board shall serve as the governing body of School Administrative Unit #11; a School District established under the laws of the State of New Hampshire. The Board shall provide all Superintendent services as described in RSA 194-C:4.

### **ARTICLE VII: Subcommittees**

The School Board shall have the following standing subcommittee:

The Discipline Committee

**Section 1:** Any subcommittee shall be made up of three (3) members of the School Board, who shall be appointed by the Chairperson and approved by the School Board at the first regular meeting of each calendar year. A quorum of the subcommittee shall be a simple majority of its members. A vacancy in a subcommittee shall be filled by the Chairperson for the remainder of the term. Each subcommittee shall elect a chair from its membership. Meetings shall be scheduled by the subcommittee chair as deemed necessary.

**Section 2:** The School Board may form ad hoc subcommittees on an as needed basis by vote of the School Board.

### **ARTICLE VIII: Liaisons**

**Section 1.** For the purpose of gathering information on matters of interest to the School Board and reporting back to the School Board, the School Board may designate a member to serve as a liaison to the Dover City Council and New Hampshire School Board Association or other committees, as needed:

**Section 2.** A liaison shall be appointed by the Chairperson and approved by the Board during any regular meeting.

**Section 3.** The School Board may designate a liaison to any Workgroup established pursuant to Article IX of these Rules.

### **ARTICLE IX: Workgroups**

**Section 1.** The School Board may direct the Superintendent to organize Workgroups comprised of School District Staff on issues of importance to the School Board. The Superintendent shall report to the School Board on the work of such Workgroups as requested by the School Board.

## **ARTICLE X: Parliamentary Authority**

**Section 1.** General rules of parliamentary procedure are used for every Board meeting. Robert's Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda.

## **ARTICLE XI: Amendment of Bylaws**

**Section 1.** These bylaws can be amended at any regular meeting of the School Board by a two-thirds vote, provided that the amendment has been submitted in writing to the entire membership at the preceding regular meeting. For sixty days following the inauguration these bylaws can be amended at any meeting of the School Board by a majority vote, provided that the amendment has been submitted in writing to the entire membership at the preceding meeting.

## **ARTICLE XII: Student Representative to Dover School Board**

**Section 1.** There will be a Student Representative in accordance with Policy BBBF.

*Policy History:* *March 12, 2001*  
*May 14, 2001*  
*January 7, 2002*  
*January 13, 2003*  
*February 2, 2004*  
*February 14, 2005*  
*January 3, 2006*  
*January 8, 2007*  
*January 7, 2008*  
*January 12, 2009*  
*March 8, 2010*  
*February 13, 2012*  
*February 10, 2014*  
*April 13, 2015*  
*January 11, 2016*  
*January 2, 2018*  
*April 15, 2019*  
*November 8, 2021*  
*January 8, 2024*