

**Concord-Carlisle Regional School District
Adult & Community Education Program
Revised November 2017**

ADVISORY COMMITTEE BY-LAWS

ARTICLE I – Name and Membership

Section I The name of the program shall be the Concord-Carlisle Adult & Community Education Program, and the name of the Committee shall be the Concord-Carlisle Adult & Community Education Advisory Committee, hereinafter respectively referred to as the Program and the Committee.

Section II The committee shall be composed of nine members, including six to seven members from the Town of Concord, and two to three members from the Town of Carlisle. The Director shall be a member of the committee, ex-officio. The Concord-Carlisle Regional District School Committee shall appoint two liaison representatives, ex-officios: a School Committee liaison and the Superintendent or his/her designee (Director of Teaching and Learning). The committee may choose one member from a non-District (Concord or Carlisle) town to serve as an ex-officio participatory, non-voting member.

ARTICLE II – Powers and Duties

Section I The Committee will advise the Concord-Carlisle Regional District School Committee and the Director of the Program.

Section II The Committee shall be concerned primarily with matters of policy, while the Director is charged with the administration of the Program.

Section III The Committee shall act as a unit in that an individual member shall make no commitment for the Committee except when commissioned to do so by the Committee. Matters before the Committee shall be decided by simple majority vote of those present, provided that a quorum is present.

Section IV Specific Duties of the Committee

- A. The Committee may be called upon to advise the Director and/or the Concord-Carlisle Regional District School Committee as to instructors, schedules, courses, curricula and facilities.
- B. The Committee shall submit to the Concord-Carlisle Regional District School Committee recommendations regarding candidates for appointment to the Committee.
- C. The Committee shall:
 - Identify yearly goals and initiatives
 - Assist Director with marketing, community awareness, success of program in meeting community needs
 - Review financials
- D. The Committee shall assist the Concord-Carlisle Regional District School Committee in appointing a Director.
- E. The Committee may be called upon to render such other service and advice as the Concord-Carlisle Regional School District may request.

ARTICLE III – Organization

Section I At the first regular meeting of the Committee after appointment and qualifications of new members, the Committee shall choose a chairman by majority vote who shall serve for one year. The Chairman shall preside at all Committee meetings.

Section II Terms of Office

The regular term of office of each member shall be three (3) years. The term will commence in June upon a member's appointment to office by the Concord-Carlisle Regional District School Committee. The term will end when a successor is appointed. Members are limited to two (2) three-year terms; the Committee may nominate a member for a third term when appropriate. A successor shall be appointed to complete the term of any member who does not attend three (3) consecutive meetings without giving notice thereof, or who misses four (4) regular meetings in a year commencing June

30. The order of replacement on the Committee shall be arranged in such a manner that the number of new members each year shall be kept as possible.

Section III Vacancies

A member's term of office shall terminate when s/he moves from the District or resigns by letter to the Chairman. The Concord-Carlisle Regional District School Committee shall appoint a successor for the unexpired portion of the member's term.

ARTICLE IV – Special Committee

Special Committees may be appointed by the Chairman of the Committee to investigate specific situations, and to report on them. Such special committees may advise the Committee, but may not determine policy, and they shall automatically be discharged when their specific assignment has been completed. There shall be no standing committees.

ARTICLE V – Meetings

Section I Regular Meetings

Regular meetings shall be held at least six (6) times a year. The first meeting shall be in September, and subsequent meetings shall be arranged at that time. An agenda shall be drawn up by the Chairman and the Director and delivered (mail or email) to each member before meeting. The time and date may be changed, if necessary, with the consent of the Committee.

Section II Special Meetings

Special meetings may be called by the Chairman as s/he deems necessary, or by the Chairman upon request of three members including at least one member from each town. Members shall be notified at least forty-eight hours before such meetings, the notification to indicate the matter to be considered thereat, and no other business shall be acted upon thereat unless by unanimous vote of the entire Committee.

Section III Quorum

A quorum for the transaction of business shall be a majority of the Committee, with each town represented by at least one member. A number less than the majority may adjourn.

Section IV Minutes

Minutes for each regular and special Committee meeting shall be kept, prepared and distributed to the members before the next regularly scheduled meeting.

ARTICLE VI – AMMENDMENTS

Section I These By-Laws may be amended by a vote of the majority of the Committee at a regular or special meeting of the Committee, provided notice in writing of the particular change proposed has been given each member at least fifteen days in advance.

Section II If any article or section of any article of these By-Laws is declared unconstitutional or illegal by any court, or if disapproved by any state authority having jurisdiction, the validity of the remaining provisions of these By-Laws shall not be affected thereby.