

HOLY FAMILY REGIONAL SCHOOL

SCHOOL BOARD BY-LAWS
Revised: April 2021

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ARTICLE I

PARISH AFFILIATION AND GOVERNANCE

Holy Family Regional School (HFRS) is a regional school founded and supported by **St. Andrew, St. Irenaeus, St. Mary of the Hills, Sacred Heart, and St. John Fisher Chapel** parishes. Holy Family Regional School is governed by an elected and appointed board of directors ("*School Board*"), and is accountable to the Archbishop directly through the Holy Family Regional School Pastor ("*Pastor*") rather than through the parish council of any individual parish.

History and Supporting Parish Status

On September 3, 1980, Holy Family Regional School opened its doors welcoming students from the supporting parishes of St. Andrew and St. Irenaeus. Since that time, HFRS' population of students has grown and the supporting parishes expanded to include St. Mary of the Hills, St. John Fisher Chapel and Sacred Heart.

A supporting parish is a parish which contributes substantial funds, facilities and/or equipment for the use of Holy Family Regional School during a given year. The School Board, by a majority vote of the Directors (as defined in Article IV), and with the approval of the current supporting parish pastors, will confer supporting parish status to a contributing parish. Pastors of supporting parishes will each be entitled to a Director position on the Board. Each pastor may choose whether or not to take that position or appoint a representative from their parish to act on their behalf.

Holy Family Regional School Pastor

The position of Pastor shall be offered to one of the pastors of the supporting parishes. The pastor of St. Andrew, however, shall have the right of first refusal. The Pastor will be a voting member of the School Board, attend School Board meetings, and shall have veto power over the School Board. He will also cast the deciding vote to break a tie.

ARTICLE II

MISSION AND PHILOSOPHY

Mission Statement

Holy Family Regional School provides a Catholic education fostering spiritual and religious formation, academic excellence and service to others.

Philosophy

As a Catholic school community guided by the Holy Spirit, and inspired by the Holy Family, we are committed to...

- Pray to strengthen our faith and follow God's call;
- Respect and Embrace each person's unique gifts;
- Teach to meet the needs of the whole child;
- Serve those in need; and
- Nurture a life-long love for learning, service and discipleship.

ARTICLE III

FISCAL YEAR AND ASSETS

The fiscal year of Holy Family Regional School shall begin on the first day of July and end on the last day of June.

Assets of Holy Family Regional School shall be maintained in accordance with the tax-exempt status of the Archdiocese of Detroit, through which Holy Family Regional School holds its charter.

ARTICLE IV

SCHOOL BOARD

SECTION 1: Purpose

The role of the School Board is to provide counsel and recommendations regarding the affairs of Holy Family Regional School.

SECTION 2: Number of Directors

The voting members of the School Board shall consist of the (5) pastors of the supporting parishes or their appointed representatives ("*Appointed Directors*"), ten (10) elected

Directors (“*Elected Directors*”) and the Pastor of Holy Family Regional School. Appointed Directors and Elected Directors shall collectively be known as “*Directors.*”

At least nine (9) of the Elected Directors shall be parents or legal guardians of students enrolled at the commencement of their terms. The Principal, South Campus Assistant Principal and North Campus Assistant Principal are non-voting members of the School Board.

In addition, the immediate past president of the School Board, if no longer serving as a Director, may serve for one (1) year as a non-voting member of the School Board. Teachers, employees of Holy Family Regional School, and their spouses may not serve on the School Board (with the noted exception in the paragraph above).

SECTION 3: Term Limits

A. ELECTED DIRECTORS. The term for Directors elected during the annual election cycle shall be two years, with five Directors regularly elected each year to fill the appropriate seats. An Elected Director’s term begins with installation as described in Article IV, Section 5 and ends two years after installation at the final regularly scheduled meeting of the School Board in June. An Elected Director may not serve for more than three consecutive terms.

B. APPOINTED DIRECTORS. An Appointed Director’s term shall begin upon written or electronic notification of said appointment to the School Board or the Principal of Holy Family Regional School. Appointed Directors may not serve for more than three consecutive terms.

C. CONTINUATION OF SERVICE. Directors may continue their School Board service if they are re-elected or re-appointed following a hiatus of not less than two years.

SECTION 4: Resignation and Removal

A. RESIGNATION. Any Elected Director may resign at any time by giving written notice to the School Board, the President or the Secretary. Such resignation will take effect on the date of receipt of such notice or at any later time specified therein and unless specified therein. The acceptance of such resignation shall not be necessary to make it effective.

B. REMOVAL. Any Elected Director may be removed from the School Board by a vote of at least three-fourths (3/4) of the voting Directors. The voting must be by secret written ballot if requested by at least one-fourth (1/4) of the Directors. Distribution of ballots, voting and tabulation will be the responsibility of a committee appointed by the School Board for that purpose. The Elected Director in question shall be informed of the reasons for the pending vote to remove and be given the opportunity to respond prior to the vote.

SECTION 5: Installation of New Directors

All new Directors shall be installed at a special meeting of the School Board immediately following the regular monthly meeting each June or as necessary to fill a vacant seat on the School Board.

ARTICLE V

POWERS AND DUTIES OF ALL DIRECTORS SERVING ON THE SCHOOL BOARD

SECTION 1: Deliberations and Decisions

The School Board works with the Pastor, administration and faculty to implement the mission, philosophy and goals of Holy Family Regional School. The School Board develops and shares its recommendations regarding the affairs of Holy Family Regional School based on regular reports from the Principal, School Board committees and the financial and administrative management of the school. The School Board will also initiate and participate in long-range planning for the school.

The deliberations and decisions of the School Board are reached in a spirit of prayer, charity, hope and concern for justice. The School Board recognizes that this is a work of holiness, never done apart from grace.

Individual Directors may not speak for the School Board without authorization from the School Board. An individual Director may, however, facilitate the access of parents and others to the School Board for consideration of issues which concern them.

Elected Directors are responsible to the Members (defined in Appendix A) who elect them and shall not solely represent partisan interests. Directors will use their own best judgments at all times in deciding the issues put before them. Above all, they are responsible to model and promote the community of faith in the school and in the parishes.

SECTION 2: Functions and Responsibilities

The School Board shall have functions and responsibilities in the following areas:

- a. With the Pastor and Principal, to ensure the implementation of religious education and worship according to the tenets of the Catholic faith.
- b. With the Pastor and Principal, to establish the philosophy and goals of Holy Family Regional School.

- c. To assist the Pastor and Principal in the development of policies for the school regarding its operations, educational program, and relationship with supporting parishes.
- d. With the Pastor and Principal to ensure the continuing review and evaluation of the educational program such that supports both the philosophy and the goals of Holy Family Regional School.
- e. To facilitate a better understanding of and promote the continuous support of Catholic education within the parishes and surrounding communities.
- f. To encourage and foster open communication among the administration, staff, School Board, parents, parishes and the surrounding community.
- g. To assist the Pastor in the hiring of the Principal.
- h. To support the Principal and faculty in continually upgrading the curriculum of Holy Family Regional School.
- i. With the Principal, to develop the annual budgets for the school and to be responsible for supporting the methods developed for acquiring the revenues to meet the school's budget.
- j. To establish tuition levels and fees.
- k. To, on a monthly basis, review the cash flow report, review the monthly operating statement and compare the monthly operating statement to the annual budget. Review an annual projection of the cash flow report and operating statement as compared to the budget for six months ending December in January and nine months ending March in April.
- l. With the Principal, to establish and endorse dress codes for all students.
- m. To support and maintain an athletic program consistent with the philosophy of Holy Family Regional School and the Catholic Youth Organization standards and goals of the Archdiocese of Detroit.
- n. To create and populate such committees as the School Board deems appropriate to carry out its responsibilities.
- o. To adhere to the Holy Family Regional School By-Laws as they pertain to the School Board and organizations or committees.

- p. To appoint a committee annually to conduct a review of the School Board By-Laws, present changes or other amendments to By-Laws to the School Board for adoption by majority vote and shall receive the report of that committee annually.

ARTICLE VI

ROLE AND RESPONSIBILITIES SPECIFIC TO APPOINTED DIRECTORS

The following roles and responsibilities of the five Appointed Directors have been approved by the School Board and have been communicated to the pastors of our five supporting parishes by the School Board President.

In addition to the powers and duties outlined in Article V, Appointed Directors are expected to understand and follow these guidelines:

- a. Attend School Board meetings on a regular basis, be actively engaged in the meetings, and participate on School Board committees as assigned.
- b. Maintain open communications with the pastors regarding school issues and concerns. Provide updates to the pastors at least once per calendar quarter, including a discussion of the school's annual budget.
- c. Seek input from the pastors regarding specific items as appropriate.
- d. Represent specific parish interests regarding School Board matters while maintaining an overall interest in the health and soundness of Holy Family Regional School.
- e. Be effective advocates for Holy Family Regional School within the parish community.
- f. Encourage the ongoing financial support of Holy Family Regional School from the parish, including the tuition assistance program.
- g. Attend parish council meetings to update the council members on the activities at Holy Family Regional School.

ARTICLE VII

MEETINGS OF DIRECTORS

SECTION 1: Regular Meetings

Regular meetings of the School Board will be held at such time and place as may be fixed by resolution of the School Board. All regular School Board meetings are open to the Members of Holy Family Regional School and as such meeting dates and locations shall be made available to the Members.

SECTION 2: Executive Committee Meetings

The ("*Executive Committee*") of the School Board is comprised of the Officers (as defined in Article VIII, Section I) of the School Board, the Pastor, the Principal and the Assistant Principals of Holy Family Regional School. The Executive Committee shall meet as needed to prepare for School Board meetings or address other administrative duties.

SECTION 3: Special Meetings

Special meetings of the School Board may be called either by the Pastor, the President, two Officers of the School Board, or by any three Directors. Special meetings may be open or closed. Such meetings shall be held not less than three days after notice to each Director.

SECTION 4: Quorum

A majority of Directors shall constitute a quorum for the transaction of business. Every act or decision made by a majority of the Directors present at a duly held meeting shall be an act of the School Board.

SECTION 5: Absences

If a Director is absent for more than two (2) regularly scheduled School Board meetings in a given year (September through June), that Director may be considered for removal from the position.

SECTION 6: Conduct of Meetings

The rules of parliamentary procedures as contained in the latest edition of "Robert's Rules of Order Newly Revised" shall govern the meetings of the School Board. The President shall appoint a School Board Parliamentarian from among the Directors to assist the presiding Officer in the interpretation of the By-Laws and Roberts Rules of Order Newly Revised. The Parliamentarian shall not be considered an Officer.

ARTICLE VIII

SCHOOL BOARD OFFICERS AND OFFICER DUTIES

SECTION 1: Officers

The officers of the School Board shall be a President, Vice President, Treasurer, and Secretary (collectively, the "*Officers*"). There may be other special offices which the School Board may create from time to time by resolution. Officers, at all times, with the exception of the Secretary shall be Elected Directors.

SECTION 2: Election

The election of Officers shall occur at the special meeting described in Article IV, Section 5, after installation of the new Directors. Election shall be by a majority of the Directors present.

SECTION 3: Term

The Officers shall be elected annually by the School Board, and each shall hold office for one year unless he/she shall sooner resign, be removed or be disqualified to serve.

SECTION 4: Resignation and Removal

Any Officer may be removed from office with or without cause by a vote of at least three-fourths (3/4) of the voting Directors. The voting must be by secret written ballot if requested by at least one-fourth (1/4) of the Directors. Any Officer may resign at any time by written notice to the School Board, President or the Secretary. Such resignation shall take effect on date of receipt of such notice or at any later time specified therein. Unless specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 5: Vacancies

A vacancy in any office shall be filled by election by the Directors. The person elected to such vacancy shall serve for the remainder of the term of the Officer replaced.

SECTION 6: Multiple Offices

No person shall hold more than one office simultaneously, except in the case of special offices created pursuant to Section 1 of this Article.

SECTION 7: Duties

The duties of the officers are as follows:

PRESIDENT. The President shall preside at all meetings of the School Board; shall see that orders and resolutions of the School Board are carried out; may co-sign written instruments; and shall prepare and distribute the agenda for all regular meetings.

VICE-PRESIDENT. The Vice-President shall act in the place of the President in the event of the President's absence, inability or refusal to act, and shall discharge such other duties as may be required by the School Board.

TREASURER. The Treasurer shall present to the School Board, for its approval, an annual budget for the upcoming school year on or before the May regular meeting. The budget format shall satisfy the Archdiocesan requirements for parochial schools. The Treasurer shall review a monthly cash flow report and monthly operating statement. These statements shall be presented at the regular monthly School Board meetings.

SECRETARY. The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the School Board and of the Members; serve notices of all such meetings; keep appropriate current records of the Directors and members of the School Board, including their addresses, telephone numbers, and e-mail addresses, and shall perform such other duties as may be required by the School Board. All documents shall be kept readily accessible to the Members at the school. The Secretary shall prepare, assign and distribute correspondence which the Board may, from time to time, direct. The Secretary shall distribute correspondence in a timely manner.

A copy of the Holy Family Regional School By-Laws shall be maintained and available for review in the school office in a permanent binder. A computer file of same shall also be available in the school office.

ARTICLE IX

STANDING COMMITTEES, AD-HOC COMMITTEES AND INTERNAL ORGANIZATION LIAISONS

The School Board shall maintain the following standing committees: Advancement, By-Laws, Campus Ministry, Enrollment, Executive, Facilities, Finance, Strategic Planning and Technology.

SECTION 1: Executive

The Executive Committee, as defined in Article VII, Section 2, shall perform any necessary liaison and administrative duties required for the operation of Holy Family Regional

School. The Executive Committee shall be accountable to the School Board and must act in accordance with the By-Laws and Policies of Holy Family Regional School.

SECTION 2 - Other Standing Committees

A. Advancement - The Advancement Committee is established to assist the Office of Advancement with the following:

1. To provide assistance with the execution of the school's institutional programs and plan for advancement;
2. To provide counsel and resources (donations, introductions to prospective funders such as foundations, benefactors, businesses, etc.) respective to identifying and securing funds;
3. To enhance the image, enrollment, and financial viability of the school.

The members of the Advancement Committee will participate in the school's fundraising activities by

- a. attending the golf outing and Annual Gala;
- b. financially supporting the school's four fundraising events (i.e., Annual Appeal, Golf Outing, Annual Gala, and School Raffle);
- c. seek donations and/or sponsorships to support the Golf Outing and/or Annual Gala;
- d. reach out to the community to promote events and maximize attendance.

B. By-Laws - Develops and reviews proposed amendments to the School Board's By-Laws as required.

C. Campus Ministry – The purpose of the Campus Ministry Committee is to partner with our universal church (Archdiocese, USCCB and Vatican) to ensure Holy Family Regional School meets the goals and objectives of the Strategic Plan, which include care of our community, maintain Catholic identity, provide Outreach and Service locally and globally, and provide Religious and Spiritual Formation to children and adults.

D. Enrollment – The purpose of the Enrollment Committee is to grow Holy Family Regional School by marketing and building relationships with families of school-aged children in our community. We aim to fill Holy Family with parents and children who have a commitment to a faith-filled life and education.

E. Facilities - The Facilities Committee shall assist the Principal in the oversight of the school's facilities and budgeting for capital expenditures. The Facilities Committee shall operate in accordance with policies of the Archdiocese of Detroit. Members of the Facilities Committee shall make themselves available to sit on committees within the supporting parishes that have an impact on HFRS's long term facility planning for its North and South Campuses.

F. Finance – The work of the School Finance Council is necessary to assist the Pastor and Principal in administering the resources of the school efficiently, transparently and productively. The Finance Council shall operate in accordance with the policies and procedures of the Archdiocese of Detroit at all times.

G. Strategic Planning – The purpose of the Strategic Planning Committee is to make recommendations to the School Board regarding formation and implementation of the Holy Family Strategic Plan. To this end, the Strategic Planning Committee has been charged to:

- a. ensure that the Mission and Catholic Identity of Holy Family Regional School are maintained.
- b. ensure that Holy Family Regional School offers an outstanding program of academic excellence
- c. provide responsible financial stewardship
- d. secure the future of Holy Family Regional School through institutional advancement
- e. ensure operational vitality through physical resources and infrastructure
- f. model and exemplify a successful model of governance and leadership

H. Technology - The Technology Committee shall assist the Technology Department in developing and implementing a school-wide technology Plan. Representatives on this committee shall report regularly to the School Board. The Technology Committee shall operate in accordance with policies of the Archdiocese of Detroit.

SECTION 3: Ad-Hoc Committees

The School Board may create ad hoc committees as it deems necessary to carry out its purpose. The chairperson of each such committee must be appointed by the School Board. All committees shall be accountable to the School Board and must act in accordance with the By-Laws and Policies of Holy Family Regional School. Funds raised or received by any ad-hoc committee may be spent at the discretion of the School Board to the benefit of HFRS. Each ad-hoc committee must receive a written charge that has been approved by the School Board.

SECTION 4: Organizations and School Board Liaisons

Organizations of Holy Family Regional School include but are not limited to the Parent Teacher Guild (PTG), and the Dad’s Club. These organizations are directly accountable to the School Board and must act in accordance with the By-Laws and Policies of Holy Family Regional School. Each organization shall submit an annual budget to the School Board for approval. Funds raised or received by any organization may be spent at the discretion of the Principal.

The PTG and Dad's Club organizations shall send a representative to the School Board meetings each month to provide updates.

Each organization must maintain a written charter that has been approved by the School Board.

ARTICLE X

ELECTION OF THE SCHOOL BOARD

SECTION 1: Election Committee

An election committee shall be formed annually, or as needed, for the purpose of process of filling the roles of Elected Directors.

The Election Committee shall consist of a chairperson and two committee members appointed by the School Board. The chairperson shall be a Director. At least one of the committee members *shall not* be a Director. Neither the chairperson nor any committee member may be a candidate for election while serving on the Election Committee. Appointments to the Election Committee shall be made by the School Board no later than the January meeting of the School Board.

The duties of the Election Committee include:

1. Announcing to all Members in March the opening and closing of the nomination period for candidates for elective seats and the number of open elective seats on the School Board.
2. Publishing the written statements of each candidate in a school wide publication at least twice in or before April.
3. Delivering ballots to the Members in April.
4. Announcing to all Members the date by which marked ballots must be returned to the school office.
5. Collecting and counting all properly marked ballots to determine the results of the election.
6. Informing each candidate of the results of the election before the May School Board meeting.
7. Announcing the results of the election to the School Board at the May meeting.

An election shall be conducted annually. A new Election Committee shall be appointed annually. The Election Committee shall be dissolved immediately after the announcement of the election results.

SECTION 2: Election Process and Determination of Outcome

Election shall be by secret, written ballot. Each Member is entitled to mark one ballot. Members may vote for the number of candidates equal to or fewer than the number of seats open for election at that time.

The candidates receiving the greatest number of votes shall be elected to the School Board.

If a voting tie exists, the Director will be selected by the School Board by lot.

Election results shall be maintained as official School Board documents for 2 years following the installation of the Director.

ARTICLE XI

BOARD VACANCIES: ELECTED DIRECTORS

The term for Elected Directors filling a vacancy will be the remainder of the term of the Elected Director being replaced. For an Elected Director filling a vacancy, the remainder of the term, regardless of length, is considered a full term for the purposes of term limits described earlier.

SECTION 1: Filling Vacancies with Outstanding Terms Longer than Two Months

In the event of resignation or removal of an Elected Director, the School Board must fill the seat in the manner indicated below unless fewer than two months remain in the term.

1. The first choice to fill the vacancy will be the unsuccessful candidate from the most recent election that received the greatest number of votes.
2. If that candidate is unable or unwilling to fill the position, the candidate with the next highest number of votes will be eligible for the position. This process will continue until a candidate takes the position or the ballot is exhausted. If a tie exists, the order of those candidates will be drawn by lot.
3. If the seat cannot be filled by item #1 or Item #2 above, the School Board shall publicly seek an Elected Director to be approved by a majority vote of the School Board.

The successor shall serve for the remainder of the unexpired term of his or her predecessor.

SECTION 2: Filling Vacancies with Outstanding Terms Less than Two Months

Vacancies with outstanding terms of less than two months shall remain unfilled until the next annual election.

ARTICLE XII

BY-LAWS AND AMENDMENTS

All new members of the School Board shall receive a copy of the School Board's By-Laws in June immediately following installation.

SECTION 1: By-Laws Review

The By-Laws Committee shall review the By-Laws annually.

SECTION 2: Proposed Amendments

Proposed amendments to the By-Laws shall be submitted, in writing, to the By-Laws Committee by March 1 for review prior to being voted on by the Directors. Proposed amendments shall be reviewed by the School Board at the next regularly scheduled meeting following submission.

SECTION 3: Approval Process

The School Board By-Laws shall be amended by affirmative vote of not less than two-thirds (2/3) of the Directors present. Approved amendments shall take effect immediately. Any such approved amendment or deletion shall be incorporated into the By-Laws with the date of approval designated in the document.

SECTION 4: Governance

School Board By-Laws shall not be in conflict with the policies, procedures, regulations or governance of the Archdiocese of Detroit.

APPENDIX A

ANNUAL AND SPECIAL MEETINGS OF THE MEMBERS

Whenever the word Member shall appear within the HFRS By-Laws, it will mean and refer to the parents or legal guardians of the enrolled students. Each individual Member is entitled to one vote at annual or special meetings of the Members.

SECTION 1: Annual Meeting

The Annual Meeting of the Members shall be held at least once each academic year. The purpose is to inform the Members of the general state of the school including its financial condition.

SECTION 2: Special Meetings

Special meetings of the Members may be called at any time by the President, by an approved motion of the School Board, or upon written request of one-fourth (1/4) of the Members.

SECTION 3: Notice of Meeting

Written notice of each meeting of the Members shall be given by, or at the direction of, the Secretary or person authorized to call the meeting. Such notice, stating the purpose of the meeting, shall be sent to each Member at least ten (10) days prior to the meeting.

SECTION 4: Quorum

One-fifth (1/5) of the total membership (including those Members voting by absentee ballot) shall constitute a quorum for any action. If a quorum is not present, the chair shall adjourn the meeting and set a new date for the meeting.

SECTION 5: Absentee Ballots

At all meetings of Members, each Member may vote in person or by written absentee ballot sent to the President, Vice President and Secretary. All absentee ballots will be tabulated by a committee appointed by the School Board.

SECTION 6: Chairperson

The President of the School Board shall be the Chairperson at all special meetings of the Members.