

# **St. Margaret's Board of Education By-Laws**

## **Article I** Election of Members

### Section A.

Lay members shall be elected each year on a Sunday in May and take and take office at the following board meeting.

### Section B.

Notice of the election date, the candidates' names and information about each candidate shall be made available to the parishioners no later than two weeks before the election.

### Section C.

In March the nominating committee, consisting of the out-going members, shall begin seeking out candidates. It is recommended that there be twice as many candidates as seats to be filled. The President shall appoint an alternative member in case of an incumbent running for re-election.

### Section D.

The nominees with the highest number of votes shall be elected. The minutes shall reflect the order, not the number of votes received, of nominees. Two or three members shall be elected each year.

### Section E.

Election of members shall be by secret written ballot.

### Section F.

The nomination of candidates shall take place in April.

## **Article II** Election of Officers

### Section A.

Officers shall be nominated and elected at the June meeting of the Board and shall take office at that meeting. A majority vote of those voting shall be necessary for election.

### Section B.

Election shall be by secret written ballot.

### Section C.

Election of the President shall take place first, followed by election of the Vice President, followed by election of the Secretary.

### Section D.

Pro-Tem vacancies will be filled by the Chairperson.

### **Article III**

#### **Meetings**

##### **Section A.**

All board members are expected to attend all board meetings (regular work sessions). If attendance is no possible, notification shall be given to the board president prior to that meeting.

##### **Section B.**

Any member who misses three or more consecutive meetings, without a written or verbal excuse to the board president, shall be subject to action to be decided by the board.

##### **Section C.**

Meetings shall follow Robert's Rules of Order.

##### **Section D.**

All votes, other than those specified in the bylaws, shall be hand votes. The vote shall be “for”, “against”, or “abstaining.” A majority of those voting “for” or “against” shall determine the passage of a motion.

##### **Section E.**

Regular meeting date of the board shall be decided by the board at the June meeting each year.

### **Article IV**

#### **Voting**

##### **Section A.**

A quorum is constituted by a minimum of four voting members.

##### **Section B.**

The chairperson shall abstain from voting except in the case of a tie vote.

### **Article V**

#### **Amendments**

##### **Section A.**

These by-laws may be amended by a vote of two-thirds of the members voting at a regular meeting, the amendment having been presented in writing at the previous regular meeting.

### **Article VI**

#### **Veto**

##### **Section A.**

All veto referrals shall be preceded by a two-thirds vote of the full voting membership.

**Article VII**  
Code of Ethics

Section A.

The "Code of Ethics" will be read and signed by all board members in June or within two weeks of when a new member is appointed to fill a vacancy.

**Article VII**  
Voting Policy Statements

Section A.

No policy statement may be presented and voted upon at the same meeting. All voting on policy statements must occur at a regular meeting.