

GOODHUE COUNTY EDUCATION DISTRICT BY-LAWS

Goodhue County Education District
395 Guernsey Lane
Red Wing, MN 55066
651-388-4441

Adopted: October 8, 1990

Revised: September 18, 1997
Revised: July 21, 1998
Revised: March 27, 2003
Revised: February 24, 2004
Revised: September 12, 2006
Revised: December 6, 2007
Revised: May 27, 2010
Revised: August 27, 2015
Revised: April 22, 2020

BY-LAWS
of the
GOODHUE COUNTY EDUCATION DISTRICT

ARTICLE I
NAME

The name of the organization shall be the Goodhue County Education District.

ARTICLE II
AUTHORIZATION

The establishment of this organization is provided for under Minn. Stat. 123A.15-123A.19, Education District Establishment. The powers and responsibilities, which are delegated to the Education District are those embodied in the Agreement for the Goodhue County Education District dated June 27, 1990.

ARTICLE III
MEMBERSHIP

The membership of the Education District shall consist of one (1) elected member of the school board of each member district. A vacancy shall be filled by appointment from the local school board. In the event of a temporary absence, a Goodhue County Education District Board Member may appoint a designee from his/her Board for that meeting. Each Goodhue County Education District Board Member shall have one (1) vote.

ARTICLE IV
OFFICERS

Section 1 The officers of the Education District shall be those provided for in the Agreement:

- a. Chair**
- b. Vice Chair**
- c. Treasurer-Clerk**

Section 2 Board officers shall have the parliamentary duties usually ascribed to such offices as well as those specifically assigned below.

- a. The Chair conducts the meetings, executes undertakings ordered and directed by the board and is the official representative of the board in all matters relating to the Goodhue County Education District.**

- b. The Vice Chair acts in the absence of the Chair and has all the powers of the chair during the latter's absence.
- c. The Treasurer-Clerk is to receive and disburse all funds of the Goodhue County Education District and keep records as required by law.

Section 3 **The duties of the Executive Director of the Education District include:**

- a. To prepare, together with the Chair, an agenda for each meeting of the Education District Board which shall be shared with Superintendents and Board Members at least five days prior to the meeting.
- b. At least five days prior to the meeting of the Education District Board, minutes of the previous meeting will be made available to each Superintendent of Schools and the representative of each school board.

ARTICLE V ELECTION OF OFFICERS

Section 1 **An annual organizational meeting shall be held in January. The Education District shall elect its officers for the year as one of the items of business and said officers shall assume their duties immediately.**

Section 2 **Nominations for officers shall be made from the floor at the annual organizational meeting at which officers are to be elected and the election of the officers shall follow immediately.**

Section 3 **A candidate receiving a majority vote of those present at the annual meeting shall be declared elected and shall serve for the year or until his/her successor is qualified.**

Section 4 **Vacancies shall be filled by appointment by the school board of the member district whose seat is vacant.**

ARTICLE VI MEETINGS

Section 1 **Date, time and place of regularly scheduled meetings shall be determined at the annual meeting held in January. In the event of a conflict with holidays or other events, a majority at any meeting may change the date and /or place of such meetings.**

Section 2 **A quorum shall consist of four (4) of the full voting memberships of the Education District and members must be present at the meeting to vote. When a quorum is present an unanimous vote is required for any authority for the action of the Education District. In all other situations, a simple majority of the members present will be required for any action of the Education District. In the event that a simple majority or a quorum is not present, the members present will be allowed to decide to take action on specific items pending a subsequent phone call approval made to absent Board members.**

- Section 3** Special meetings of the Education District may be called by the chair, or by representatives of two (2) member districts acting together, for a specified purpose. In such event, the Executive Director must give at least three (3) days notice by email of the special meeting, which notice shall state the purpose, the time and the place of the meeting. The receipt of such notice shall be acknowledged or the member's school district shall be contacted.
- Section 4** Emergency meetings of the Education District may be called because of circumstances that, in the judgment of the school board, require immediate consideration. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board. Public notice should be attempted after school board members have been informed. Published notices are not required.
- Section 4** No change of By-laws, or hearing on charges for removal of a board officer, or a proposal for filling a vacancy in the Education District Board's office shall be in order at any meeting, regular or special, unless notice that such matter to be considered, is placed on agenda for a specified meeting and is emailed to each member at least five (5) days prior to such meeting. No action on Section 4 items may be taken at any meeting, regular or special, unless all members are represented and such representatives agree to act.
- Section 5** All meetings at which official action is taken shall be open to the general public per the Open Meeting Law.
- Section 6** Roberts Rule of Order shall govern the proceedings of meetings of the Education District, unless a specific directive appears in the Agreement or in these By-laws.

ARTICLE VII ORDER OF BUSINESS

- Section 1** The order of business at regular meetings shall be:
- a. Roll Call
 - b. Approval of minutes of previous meeting
 - c. Approval /revision of agenda
 - d. Public comments limited to five minutes per person
 - e. Approval of bills
 - f. Reports and communications
 - g. Old business
 - h. New business
 - i. Comments from the Board and/or Director
 - j. Adjournment

ARTICLE VIII FISCAL AFFAIRS

- Section 1** Any district appointed as fiscal agent shall handle all fiscal affairs of the Education District and reports shall be made by them at the discretion of the Education District.

- Section 2** **The cost of services by the Education District staff will be billed monthly in advance to member schools if necessary as determined by the Education District Board of the Education District.**
- Section 3** **All special state and federal aids earned by the operation of the Education District shall be paid to the Education District. All such aids shall be credited to the program for which they were earned and shall be used of reduce the user's pro rata cost, if any.**
- Section 4** **Capital purchases exceeding 10% of the Education District revenue collected in that school year must have board approval.**
- Section 5** **An inventory of all non-consumable items purchased by the Education District shall be kept and updated annually.**
- Section 6** **A depreciated Fixed Asset Inventory shall be established to determine the entry cost for new members. Items costing over \$1,500 shall be included on the inventory. These items shall be depreciated over their useful life using the straight line method and the half year convention.**
- Section 7** **Travel expenses incurred when an Education District staff member travels from his/her assigned building to a member district shall be paid by the Education District at a mileage rate to be set by the Education District.**
- Section 8** **The Education District shall pay to any Fiscal Agent a sum agreed upon by the Education District and the Fiscal Agent for administrative costs.**
- Section 9** **The Executive Director of the Education District shall prepare for the May meeting of the Education District a preliminary annual operating budget for the upcoming fiscal year. Such budget shall be presented to the Education District for its adoption no later than the June Education District Board meeting.**
- Section 10** **If a member of a district wishes to terminate or decrease services, that district would need to notify the Education District Board by December 30th of the preceding year.**
- Section 11** **Education District Board members will receive reimbursement for travel expenses.**

ARTICLE IX HIRING

- Section 1** **Hiring of personnel by the Education District will follow this procedure:**
- a. All positions will be approved by the Education District.**
 - b. The Executive Director and/or other District personnel will recruit and interview prospective candidates.**
 - c. Interviews with Superintendents and/or other district personnel may be arranged.**
 - d. All employment contracts will be issued by the Education District after approval by the Education District.**

- Section 2** All certified and non-certified personnel employed by the Education District shall be employed under the terms of any master contracts or agreements in force in the Education District.
- Section 3** The assistance of the supervisors and directors employed by the Education District shall be available to all members of the Education District for administration, including the preparation and filing of reports, in such areas as such supervisors and directors may qualify and that the Education District shall direct.
- Section 4** The Education District shall hire employees in a manner prescribed by statute for independent school districts.

ARTICLE X AMENDMENTS

These By-laws may be amended by a majority vote of the entire Education District.

Written notice of a proposed Bylaw change, including the specific language of the proposed change, shall be sent to all board members of the Education District reasonably in advance of any meeting where a proposed revision to the Bylaws will be presented for a vote.

IN WITNESS WHEREOF, the parties through their representation to the Education District Board have caused this instrument to be executed pursuant to the authority of the Education District as stated in the Education District Agreement.

Adopted this date: October 8th, 1990

Revised: September 18, 1997
July 21, 1998
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Vice Chair
Goodhue County Education District Board

Chair
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