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Friday, March 15 at 9:00 AM
Primex
46 Donovan St., Concord, NH

Bylaws Committee Meeting Minutes

- I. Call to order
 - a. Administrator Coates calls the meeting to order at 9:00 AM finding a quorum fit to conduct business.
 - b. Roll call: Administrator Chris Coates, Superintendent Travis Cushman, Superintendent Jason Henry of the Committee. Ms. Danielle Duchesne, Ms. Kate Horgan, and Mr. Jim Monahan from the Dupont Group.
- II. New business
 - a. Administrator Coates reviews the following proposed changes to the bylaws.
 - b. Superintendent Henry makes a **MOTION** to add a new Article: “Code of Ethics: Association membership (Officers, Executive Committee, and Affiliates) will abide by the laws, rules, and regulations of the Corporation. Members will act with integrity, fidelity, and honesty and take responsibility for their actions and agreement.” Superintendent Cushman **SECONDS** the **MOTION**. Administrator Coates invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.
 - c. Superintendent Henry makes a **MOTION** to add a new Article: “Travel Policy: Association membership (Officers, Executive Committee, and Affiliates) will abide by the travel policy of the Corporation as outlined in the addendum. Members will sign the addendum before any travel is undertaken on behalf of the Corporation.” Superintendent Cushman **SECONDS** the **MOTION**. Administrator Coates invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.
 - d. Superintendent Henry makes a **MOTION** to approve the travel policy addendum. Superintendent Cushman **SECONDS** the **MOTION**. Administrator Coates invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.
 - e. Superintendent Henry makes a **MOTION** to remove the following language from Article XI, “by written request with the President at least thirty (30) days prior to a meeting of the Executive Committee.” Superintendent Cushman **SECONDS** the **MOTION**. Administrator Coates invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

- f. Superintendent Henry makes a **MOTION** to change the following dates in Article X Section X.3.: “October 1” to “November 1” and “November 1 to “December 31.” Superintendent Cushman **SECONDS** the **MOTION**. Administrator Coates invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.
- g. Following the current bylaws article XI: “Amendments to the charter and bylaws of the Corporation may be proposed by a member(s) of the Executive Committee by written request with the President at least thirty (30) days prior to a meeting of the Executive Committee. Written notice of proposed amendment(s) shall be given to the Executive Committee at least fifteen (15) days prior to a meeting of the Executive Committee. Amendments must be approved by a majority vote of the Executive Committee including votes from representatives from at least (6) member counties in good standing in order to become effective.

III. Other business

- a. No other business.

IV. Next meeting

- a. The next meeting of the Committee will be call of the chair.

V. Adjournment

- a. Superintendent Henry makes a **MOTION** to adjourn the meeting. Superintendent Cushman **SECONDS** the **MOTION**. Administrator Coates invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

Minutes prepared by Danielle Duchesne on March 15, 2024.

Minutes approved on June 12, 2026.