

Format for Proposed Amendment to ESA Bylaws

Return to Secretary on or before August 16, 2017

Article II,

Article Name: OFFICERS

Section 3:

Present Wording:

Section 3: All membership meetings may be conducted according to the following agenda with all agenda items set by the President with input considered from any ESA member:

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Minutes of Previous Members Meeting/Correspondence

Treasurer's Report

Committee Reports

President's Report

Unfinished Business

New Business

Benediction

Adjournment

Proposed Wording:

Section 3: All membership meetings may be conducted according to the following agenda with all agenda items set by the President with input considered from any ESA member:

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Minutes of Previous Members Meeting/Correspondence

Treasurer's Report

Secretary's Report

Committee Reports

President's Report

Benediction

Adjournment

Rationale for change:

Propose adding Secretary's Report and Election of Officers and Trustees to the Agenda for Annual Meetings found under Article V: Meeting Section 3.

Under the Duties of Officers, Section 3, it states that the Secretary shall give a report at each annual members meeting detailing activities of that office.

Election of Officers and Trustees is another key item that was left off the Annual Membership Agenda.

Name of person submitting proposed change: Sue Jalbert, ESA Secretary

Contact Number: 207-655-6673 (Home) or email suejalbert@maine.rr.com

(In case we need clarification on your proposed change)

Date Submitted: August 15, 2017

Mail to: Sue Jalbert, ESA Secretary
66 Martin Heights
Raymond, ME 04071

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Format for Proposed Amendment to ESA Bylaws

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Article II,

Article Name: OFFICERS

Section: N/A

Present Wording:

The officers of ESA shall consist of a President, a Vice- President, a Secretary, and a Treasurer, any of whom may be bonded at the request and expense of the membership of ESA. Any member of ESA in good standing, having served a minimum of one (1) year on the Board or in a similar capacity shall be eligible to run for office. All officers must be at least twenty-one (21) years of age.

Proposed Wording:

The officers of ESA shall consist of a President, a Vice- President, a Secretary, and a Treasurer, any of whom may be bonded at the request and expense of the membership of ESA. Any member of ESA in good standing, having served a minimum of one (1) year on the Board or in a similar capacity shall be eligible to run as an officer. All officers must be at least twenty-one (21) years of age.

Rationale for change:

More housekeeping and symantic clarity. These Board positions are running as an officer not for office.

Name of person submitting proposed change: Sue Jalbert, ESA Secretary

Contact Number: 207-655-6673 (Home) or email suejalbert@maine.rr.com

(In case we need clarification on your proposed change)

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Article # II Article Name: Officers Section _____

of ESA

Present Wording: Any member in good standing, having served a minimum of one (1) year on the board or in a similar capacity shall be eligible to run for office.

Proposed Wording: ... Any member of ESA in good standing for at least one year shall be eligible to run for an officer position.

Rationale for change: To make it easier for members of ESA to run for a position as an officer of the ESA board.

Name of person submitting proposed change: By Law Committee

Contact Number: 386-453-9533

(In case we need clarification on your proposed change)

Date Submitted: August 7, 2017

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Article III,

Article Name: DUTIES OF OFFICERS

Section 1: PRESIDENT

Present Wording:

The President shall preside at all members meetings of ESA and at all Board meetings. The President shall serve as Administrative Director over the officers and affairs of ESA, requiring reports from those officers as needed and shall give a report at each annual members meeting, detailing activities of the office, reviewing the status of the Corporation and providing recommendations for its growth. The President may call special meetings of the Board by giving written notice of at least ten (10) days to each Board member. The President may vote, debate or make a motion at any meeting. The President shall be co-signer on all bank accounts of ESA and shall co-sign, or authorize another Board member to co-sign on all checks and/or transfers of five hundred (500) dollars or more. The President shall appoint an assistant to the Secretary, if needed, who may or may not be a Board member. The President shall appoint all committee chairpersons with approval by the Board, except the Grievance Committee, which shall elect its' own chairperson. The President shall be a member of all committees, ex-officio. The President shall sign all certificates or other documents authorized by the Board. The President must call one (1) annual members meeting for the express purpose of providing the members with annual reports of officers, Board, and committees; to elect officers and to perform other such once-a-year Camp business. The President may take action in an emergency situation by contacting all Board members for a majority vote in the affirmative. The outgoing President shall turn over all records, documents, and reports to the newly elected President within a thirty-day (30) transition period, during which time that outgoing officer shall assist and advise the newly elected President to provide for a smooth transition.

Proposed Wording:

The President shall preside at all ESA Board Meetings, Members Meetings, and Special Meetings. The President shall serve as Administrative Director over the officers and affairs of ESA, requiring reports from those officers as needed and shall give a report at each annual members meeting, detailing activities of the office, reviewing the status of the Corporation and providing recommendations for its growth. The President may call special meetings of the Board by giving written notice of at least ten (10) days to each Board member. The President may vote, debate or make a motion at any meeting. The President shall be an authorized signer on all bank and investment accounts of ESA. The President shall appoint an assistant to the Secretary, if needed, who may or may not be a Board member. The President shall appoint all committee chairpersons with approval by the Board, except the Grievance Committee, which shall elect its' own chairperson. The President shall be a member of all committees, ex-officio. The President shall sign all certificates or other documents authorized by the Board. The President must call one (1) annual members meeting for the express purpose of providing the members with annual reports of officers, Board, and committees; to elect officers and to perform other such once-a-year Camp business. The President may take action in an emergency situation by contacting all Board members for a majority vote in the

Rationale for change:

Listing all meetings the President would preside over.

President is not a co-signer on bank accounts. The President is an authorized signer on all bank and investment accounts.

Removed the verbage related to having the President co-signing all checks and/or transfers of five hundred (500) dollars or more. We limit the Treasurer's ability to transfer and move monies around from between accounts by requiring a co-signer. If the membership would like to see more accountability we could put in place a simple bookkeeping procedure that would allow the President to authorize such transfers or expenditures without needing to actually sign a check. Also the President does not have the authority to authorize a Board Member to co-sign checks. Board Members that have the authority to sign checks are authorized signers on record at the bank.

Name of person submitting proposed change: Sue Jalbert, ESA Secretary

Contact Number: 207-655-6673 (Home) or email suejalbert@maine.rr.com

(In case we need clarification on your proposed change)

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Article # III , Article Name: Duties of Officers Section 1 - President

Present Wording: The President shall be co-signer on all bank accounts of ESA and shall co-sign, or authorize another board member to co-sign on all checks and/or transfers of five hundred (500) dollars or more.

Proposed Wording: The President shall be co-signer on all bank accounts of ESA and shall co-sign, or authorize another board member to co-sign on all checks and/or transfers of one thousand (1000) dollars or more.

Rationale for change: To make the Treasurer's job easier as \$500 doesn't buy much anymore.

Name of person submitting proposed change: By Law Committee

Contact Number: 386-453-9533

(In case we need clarification on your proposed change)

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Article # III , Article Name: Duties of Officers Section 2- Vice President

Present Wording: none

Proposed Wording: The Vice President shall chair or co-chair one of the four (4) major committees to insure the committee functions properly and to act as liaison with the ESA board.

Rationale for change: To allow the board and its officers to share in the responsibility of the operation of Camp Etna.

Name of person submitting proposed change: By Law Committee

Contact Number: 386-453-9533

(In case we need clarification on your proposed change)

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Article III,

Article Name: DUTIES OF OFFICERS

Section 4: TREASURER

Present Wording:

The Treasurer shall be custodian of all funds, bonds, notes, securities and evidence of properties belonging to ESA; shall receive all monies and shall invest same in such property or securities or deposit in such banks as the Board may direct; shall pay all bills against ESA as directed by the Board; shall keep a separate account for each of the several funds, including the endowment funds. The Treasurer shall use a generally accepted accounting practice and shall furnish a statement of accounts whenever requested by the President or three (3) members of the Board. The Treasurer shall provide a written report at each annual members meeting, detailing activities of the office; shall report on the condition of the several funds, the nature and extent of the investments, the disbursements, the cash on deposit and on hand; shall bill for all lot fees and membership dues, directing payments to be sent to the Treasurer. The Treasurer shall furnish to the Secretary by Sept 1 of each year a master sheet, showing the full names and addresses of all cottage owners and members, including the amount each is billed and each has paid. The Treasurer shall have the books properly prepared for an audit each May and at any other time deemed necessary by the Board. The Treasurer shall be custodian of a safety deposit box key. The Treasurer, in the absence of the President, shall authorize the Vice-President or another Board member to co-sign any checks or transfers of five hundred (500) dollars or more. The Treasurer shall provide a receipt to the Secretary for all monies received from said officer. The Treasurer may be bonded with that cost paid by ESA. The outgoing Treasurer shall turn over all books, paper, records or documents to the newly elected Treasurer within a thirty-day (30) transition period, during which time the outgoing officer shall assist and advise the newly elected Treasurer to provide for a smooth transition.

Proposed Wording:

The Treasurer shall be custodian of all funds, bank accounts, bonds, notes, securities and evidence of properties belonging to ESA; shall receive all monies and shall invest same in such property or securities or deposit in such banks as the Board may direct; shall pay all bills against ESA as directed by the Board; shall keep a separate account for each of the several funds, including any endowment and/or investment accounts. The Treasurer shall use a generally accepted accounting practice and shall furnish a statement of accounts whenever requested by the President or three (3) members of the Board. The Treasurer shall provide a written report at each annual members meeting, detailing activities of the office; shall report on the condition of the all ESA accounts, the nature and extent of the investments, the disbursements, the cash on deposit and on hand; shall bill for all lot fees and membership dues, directing payments to be sent to the Treasurer. The Treasurer shall furnish to the Secretary by Sept 1 of each year a master sheet, showing the full names and addresses of all cottage owners and members, including the amount each is billed and each has paid. The Treasurer shall have the books properly prepared for an audit each May and at any other time deemed necessary by the Board. The Treasurer shall be custodian of a safety deposit box key.

The Treasurer shall provide a receipt to the Secretary for all monies received from said officer. The Treasurer may be bonded with that cost paid by ESA. The outgoing Treasurer shall turn over all books, paper, records or documents to the newly elected Treasurer within a thirty-day (30) transition period, during which time the outgoing officer shall assist and advise the newly elected Treasurer to provide for a smooth transition.

Rationale for change:

Added "bank accounts" to the first sentence.

Including the endowment funds was changed to including any endowment and/or investment accounts.

Removed the verbiage related to the Treasurer in the absence of the President, shall authorize the Vice-President or another Board member to co-sign any checks or transfers of \$500 or more. The Treasurer does not have the authority to authorize a Board Member to co-sign checks. Board Members that have the authority to sign checks are authorized signers on record at the bank. Currently the President, Treasurer and the Secretary are authorized signers at the bank.

We limit the Treasurer's ability to transfer and move monies around between accounts by requiring a co-signer. If the membership would like to see more accountability we could put in place a simple bookkeeping procedure/process that would provide a paper trail showing that more than one Board Member was aware of the transfer/expenditure, etc.

Name of person submitting proposed change: Sue Jalbert, ESA Secretary

Contact Number: 207-655-6673 (Home) or email suejalbert@maine.rr.com

(In case we need clarification on your proposed change)

Date Submitted: August 15, 2017

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Article # III , Article Name: Duties of Officers Section 4-Treasurer

Present Wording: The Treasurer, in the absence of the President, shall authorize the Vice President or another Board member to co-sign any checks or transfers of five hundred (500) dollars or more.

Proposed Wording: The Treasurer, in the absence of the President, shall authorize the Vice President or another Board member to co-sign any checks or transfers of one thousand (1000) dollars or more.

Rationale for change: To make the Treasurer's job easier as \$500 doesn't buy much anymore.

Name of person submitting proposed change: By Law Committee

Contact Number: 386-453-9533

(In case we need clarification on your proposed change)

Date Submitted: August 7, 2017

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Article # IV , Article Name: Board of Directors, Trustees and Officers Section 2-Trustees

Present Wording: Trustee positions shall be staggered so that all trustee positions do not term out at the same time. One position will be filled for three (3) years, one for two (2) years and one position for one (1) year.

Proposed Wording: Trustee positions shall be for three (3) years and shall be staggered so only one position need be filled each year. The Trustee shall chair or co-chair one of the four (4) major committees to insure the committee functions properly and to act as liaison with the ESA Board.

Rationale for change: To create consistency on the Board and to allow the Board and its officers to share in the responsibility of the operation of Camp Etna.

Name of person submitting proposed change: By Law Committee

Contact Number: 386-453-9533

(In case we need clarification on your proposed change)

Date Submitted: August 7, 2017

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Article # IV , Article Name: Board of Directors, Trustees and Officers Section 3-? Term Limits

Present Wording:...The three year Trustee position shall serve no more than two (2) consecutive three year terms. The two year Trustee position shall serve no more than three (3) consecutive two year terms. The one year trustee shall serve no more than six (6) consecutive, one (1) year terms.

Proposed Wording: The Trustees shall serve no more than two (2) consecutive three (3) year terms.

Rationale for change: Continuity of the ESA board and term limits allow other members of ESA to be on the board.

Name of person submitting proposed change: By Law Committee

Contact Number: 386-453-9533

(In case we need clarification on your proposed change)

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Article IV, Article Name: BOARD OF DIRECTORS, TRUSTEES AND OFFICERS
Section 10: RENTALS

Present Wording:

The Board or designated member shall be responsible for renting ESA cottages and rental units in accordance with ESA Bylaws. The rental fees shall be set yearly by the Board.

Proposed Wording:

The Board or designated member shall be responsible for renting ESA owned cottages and rental units in accordance with ESA Bylaws. The rental fees shall be set yearly by the Board.

Rationale for change:

Added the word "owned" to bring clarity to what is meant by ESA cottages.

Name of person submitting proposed change: Sue Jalbert, ESA Secretary

Contact Number: 207-655-6673 (Home) or email suejalbert@maine.rr.com

(In case we need clarification on your proposed change)

Date Submitted: August 15, 2017

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Article # IV Article Name: Board of Directors, Trustees and Officers Section 11-Resignations

Present Wording: None

Proposed Wording: The president shall appoint with board approval a temporary replacement for the vacated position until the next annual meeting. At this meeting a replacement shall be elected to finish out the term of the resigning board member.

Rationale for change: To establish the method for replacing a resigning board member.

Name of person submitting proposed change: By Law Committee

Contact Number: 386-453-9533

(In case we need clarification on your proposed change)

Date Submitted: August 7, 2017

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Article IX,

Article Name: MEMBERS OBLIGATIONS

Section 1

Present Wording:

Section 1: All members of ESA shall maintain their church memberships in good standing in order to have voting privileges.

Proposed Wording:

Section 1: All members of ESA shall maintain church memberships in good standing of an approved Spiritualist Church in order to have voting privileges.

Rationale for change:

Including "of an approved Spiritualist Church" reiterates wording found in Article 1 Membership Section 1.

Name of person submitting proposed change: Sue Jalbert, ESA Secretary

Contact Number: 207-655-6673 (Home) or email suejalbert@maine.rr.com

(In case we need clarification on your proposed change)

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Article # IX , Article Name: Members' Obligations Section 5

Present Wording: Any cottage owner must apply in writing to the board for authorization to build any structure or addition to an existing structure.

Proposed Wording: Any cottage owner must apply in writing to the building committee for authorization to build any structure or addition to an existing structure. The building committee will then forward the application with its recommendation to the board for approval or disapproval.

Rationale for change: Hopefully to expedite the process.

Name of person submitting proposed change: By Law Committee

Contact Number: 386-453-9533

(In case we need clarification on your proposed change)

Date Submitted: August 7, 2017

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Article # X , Article Name: Standing Committees Section none

Present Wording: A. Public Relations Committee-to do advertising and public relations campaigns designed to attract people to ESA and to promote a deeper understanding of the principles of Spiritualism.

B. Fund Raising Committee-to research fund raising activities.

C. Program Committee-to design, organize and print each annual camp meeting program. Input from ESA members shall be considered.

D. Building Management Committee-to maintain and clean all usable ESA buildings and to research and recommend removal or repair of unsafe ESA structures.

Proposed Wording: Section 1-Major Committees

A. Public Relations-to distribute programs, to do advertising and public relations campaigns designed to attract people to ESA and to promote a deeper understanding of the principles of Spiritualism. To research and implement fund raising activities.

B. Program Committee-to design, organize, print and implement each annual camp meeting program. Also responsible for room rentals and housekeeping in all ESA occupied structures.

C. Building Management Committee-to maintain and clean all usable ESA buildings and to research and recommend removal or repair of unsafe ESA structures. To maintain all water and septic systems and to review all building permits and submit them to the board.

D. Grounds Committee-to see to the maintenance of the camp grounds; roads, gardens, lawns, ditches and trees.

Rationale for change: To designate areas of responsibilities and to distribute workload of the board more evenly.

Name of person submitting proposed change: By Law Committee

Contact Number: 386-453-9533 **Date Submitted:** August 7, 2017

Format for Proposed Amendment to ESA Bylaws

Return to Secretary on or before August 16, 2017

Article # X , Article Name: Minor Committees Section 2

Present Wording:

Proposed Wording: A. ByLaw Committee- same wording as before

B. Nominating Committee- same wording as before

C. Grievance Committee- same wording as before

D. Audit Committee; three (3) volunteers who are not on the board shall examine the books of the Treasurer prior to the annual members meeting and present a report detailing their findings to the membership at the annual meeting.

Rationale for change: The existing committees were divided into major and minor groupings. The Public Relations and Fund Raising Committees were combined. The Grounds Committee and the Audit Committee was created with explanations of their responsibilities.

Name of person submitting proposed change: By Law Committee

Contact Number: 386-453-9533

(In case we need clarification on your proposed change)

Date Submitted: August 7, 2017

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Article # X, Article Name: Standing Committees Section _____

Present Wording: N/A

Proposed Wording:

D. Housekeeping & Room Rentals: to identify and schedule the housekeeping needs of ESA buildings such as but not limited to: The Hot Spot Cafe, Assembly rooms of the Inn, bathrooms in the Inn, Temple & Ladies Auxiliary, the two Porta potties, and the Healing Center. Oversee the rental of the rooms and collection of monies, assign the hired Housekeeper rooms to be cleaned to ensure rooms are clean for next renter. Inventory supplies and order as needed.

Rationale for change: _____

Name of person submitting proposed change: Sue Jalbert & Janice Nelson Krüsser

Contact Number: _____

(In case we need clarification on your proposed change)

Date Submitted: _____

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Article # X, Article Name: Standing Committees Section _____

Present Wording: N/A

Proposed Wording: F. Grounds/Garden Committee: to maintain the common grounds of ESA. Oversee mowing and weed whacking of the common areas to ensure manicured lawns. Maintain flower gardens and other landscaping features by cleaning out debris and weeding. Plant annuals as needed and arrange flower baskets for the porch at the inn. Identify private cottage owner rented lots that need maintenance and notify the ESA Secretary of those maintenance needs so the owners can be contacted and arrangements made to attend to the maintenance needs.

Rationale for change: the maintenance needs.

Name of person submitting proposed change: Sue Jalbert & Janice Nelson Kroesser

Contact Number: 207-655-6673

(In case we need clarification on your proposed change)

Date Submitted: _____

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Article # X, Article Name: Standing Committees Section _____

Present Wording: No current wording

Proposed Wording: H. Water and Septic Systems Committee: to inspect and oversee the ESA summer water system which includes but is not limited to the following: inspect & repair any leak and/or broken pipes, checking the wells, performing water tests on all ESA wells, running new water lines to cottage owners who need to be hooked up to ESA summer water system; to inspect all ESA septic systems in early June and recommend to the Board any needed repairs or

Rationale for change: systems in need of pumping. This committee is responsible for revising & needed the policy manual regarding the role & responsibilities of the duties of maintaining ESA water & septic systems

This is an important committee and should stand alone. Duties of this committee should not be included in other committees.

Name of person submitting proposed change: Sue Jalbert & Janica Nelson
Contact Number: 207-655-6473 Kraessler

(In case we need clarification on your proposed change)

Date Submitted: _____

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Article # ADDENDUM-ELECTIONS , Article Name: Section

Present Wording: President and Secretary are elected in odd years for a 2 year term. The Vice President and Treasurer are elected in even years for a two year term. Trustees are elected for at a staggered schedule of one three (3) year term position, one two (2) year position and one (1) year position.

Proposed Wording: President and Vice President shall term out in the same year. Secretary and Treasurer will term out in the following year. The Trustees will serve a staggered term of three (3) years with one Trustee being elected each year.

Rationale for change: To create continuity on the Board and to have the position of President and Secretary term out in different years.

Name of person submitting proposed change: By Law Committee

Contact Number: 386-453-9533

(In case we need clarification on your proposed change)

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