

Policy 9000 BY-LAWS OF THE BOARD

PREAMBLE:

The purpose of the Board's By-Laws (the "By-Laws") is to provide for the organization of the Board and for an orderly and efficient method of performing its lawful functions; however, nothing in these By-Laws shall be interpreted to limit or modify in any way or to any degree the duties and responsibilities imposed on this Board by State Law.

ARTICLE I - RESPONSIBILITIES AND AUTHORITY

SECTION 1: RESPONSIBILITIES OF THE BOARD (9000)

- A. The Fairfield Board of Education (the "Board") is the governing body of the Public Schools (the "School District") of the Town of Fairfield (the "Town") and derives its power and exists under the Constitution and General Statutes of the State of Connecticut (collectively, "State Law").
- B. The Board shall:
 - 1. Employ an able and qualified Superintendent of Schools (the "Superintendent").
 - 2. Adopt policies to govern the operation of the School District.
 - 3. In collaboration with the administration, communicate the School District's educational program to the community.
 - 4. Keep apprised of, evaluate, and attend to the School District's present and future educational needs as recommended by the administration.
 - 5. Propose an annual budget and capital improvement project request and advocate for its passage.
 - 6. Take any further action as may be required by State Law.

SECTION 2: AUTHORITY OF BOARD MEMBERS (9011)

- A. Board members do not have any authority as individuals to take action for the School District. Only the Board, sitting in a legally constituted meeting, through a formal vote, may take action.
- B. As a guide to the appropriate use of data in the decision-making process, Board members should:
 - 1. Request information and data gathered by District staff that helps the Board members make better-informed decisions.
 - 2. Request data as a Board, not as an individual, unless the information is readily available and will not redirect staff time.
 - 3. Use data to represent all of the Board members' constituents honestly and equally and refuse to surrender the Board members' responsibilities to special interest or partisan political groups.

4. Avoid using the Board position, and the data supplied as a result of Board membership, for personal gain.
 5. Recognize that decisions can be made only by a majority vote at a Board meeting after everyone on the Board has had adequate time to review all the data and information.
 6. Respect the confidentiality of privileged information.
 7. Abide by majority decisions of the Board, while retaining the right to seek changes through ethical and constructive channels.
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ARTICLE II - ORGANIZATION AND OFFICERS

SECTION 1: ORGANIZATION (9100)

- A. In November each year, the Board of Education shall organize by electing a Chair, a Vice Chair, and a Secretary and also shall review its By-Laws (the "Organization Meeting"). The By-Laws can also be amended at any Regular or Special Meeting.
- B. Prior to the election of officers at the Organization Meeting, the Board shall select a temporary chair and a temporary secretary to serve until the election of a Chair, Vice Chair, and Secretary.

SECTION 2: OFFICERS (9120)

- A. Officers of the Board shall be a Chair, a Vice Chair, and a Secretary. They shall be elected at the Organization Meeting, but not later than thirty (30) days from the date on which newly elected members take office. These officers shall take office immediately upon election; however, no member shall hold more than one Board office concurrently. A record of the votes shall be transmitted to the Town Clerk within forty-eight (48) hours.
- B. If the office of Chair, Vice Chair, or Secretary is vacated for any cause during the term of the holder, another member of the Board shall be elected at the next meeting of the Board to fill the vacancy.

SECTION 3: DUTIES OF OFFICERS

A. CHAIR (9121)

1. The Chair shall have the responsibility for setting the agenda at each meeting. In setting the agenda, the Chair shall consider the recommendations of the Superintendent and confer with the Vice Chair and the Secretary.
2. The Chair shall preside over all meetings of the Board, but the Chair's status as presiding officer shall not impair the Chair's right or duty to vote on any matter before the Board.
3. The Chair shall be the official spokesperson for the Board and, unless the Board shall otherwise direct, shall make or authorize all announcements concerning Board policy or action.

4. The Chair shall appoint members of the Board to act as voting members of the following bodies:
 - a. The Board of Health, in accordance with §10.9 of the Charter of the Town (the “Town Charter”).
 - b. The Parks & Recreation Commission, in accordance with §10.10 of the Town Charter.
 - c. Cooperative Educational Services (“CES”), in accordance with the charter and by-laws of CES.
5. The Chair shall appoint members of the Board to act as liaisons to the following bodies:
 - a. The Representative Town Meeting (the “RTM”).
 - b. The Fairfield Council of Parent-Teacher Associations (the “PTA Council”).
 - c. The Board of Finance
 - d. Any school building committee established by the Town from time to time, subject to any approval(s) required by the Town.
6. The Board shall appoint a member of the Board or a member of the public to serve as a voting member of the Cable Advisory Council (CAC2), as per CAC2 Bylaws.
7. The Chair shall appoint a member to serve as a delegate at the CABA Convention.
8. The Chair may appoint members of the Board to serve as liaisons to any other local, regional, or state body as the Chair deems necessary or prudent.
9. Except whenever a Board member’s term is established by the Town, every appointment by the Chair shall be for a term of one year or until the discharge of the assigned function of the local, regional, or state body, whichever is earlier.
10. Liaisons appointed by the Chair to local, regional or state bodies shall be expected to attend any meeting of those bodies whenever an educational or related matter appears on the meeting’s agenda.

B. VICE CHAIR (9122)

The Vice Chair shall function as Chair in the absence of the Chair and shall assist the Chair in the administration of the Chair’s various responsibilities. If the office of Chair is vacated, the Vice Chair shall act as Interim Chair until the office is filled by a majority vote of the membership of the entire Board.

C. SECRETARY (9123)

The Secretary shall perform all functions prescribed for that office by State Law and such other duties as the Board shall from time to time prescribe. The Secretary shall be responsible for the minutes of Board meetings and shall certify by his or her signature the minutes of each meeting in the official record. The minutes shall contain a notice in bold type indicating that the full meeting recording can be obtained from the District and list any other forms that may be available to the public.

Minutes shall be open to public inspection under such regulations for the safeguarding of its records as the Board shall from time to time adopt.

In the absence at any Board meeting of the Chair and Vice Chair, the Secretary shall serve as Chair.

D. CHAIR ASSIGNMENT AT MEETINGS IN THE ABSENCE OF ALL OFFICERS – (9124)

In the absence at any Board meeting of all officers, the Chair shall be appointed by lot.

SECTION 4: COMMITTEES (9130)

A. POLICY COMMITTEE (9131)

After the annual Organization Meeting of the Board, the Chair shall appoint three (3) members to the Policy Committee for a one year term.

The Policy Committee shall meet from time to time as appropriate to fulfill its respective purposes; however, the Policy Committee must hold a meeting whenever requested by two (2) of its members. The members of the Policy Committee shall elect a chair by majority vote of the committee to manage the committee's meetings in accordance with the Freedom of Information Act and Robert's Rules of Order.

The Policy Committee's chair shall provide a summary of its work to the Board under "Committee/Liaison Reports," including recommendations for consideration by the Board.

A calendar of anticipated Policy Committee Meetings will be approved at its January Committee meeting. The calendar will be posted, and meetings can be cancelled if there is no need to hold the meeting.

The purpose of the Policy Committee shall be as follows:

1. To formulate and recommend written policies by which the Board shall exercise its leadership in the operation of the School District.
2. To study and evaluate administrative regulations and reports concerning the execution of the Board's written policies in accordance with Article IV, Section 2.

B. FINANCE & BUDGET COMMITTEE (9134)

After the annual Organization Meeting of the Board, the Chair shall appoint three (3) members to the Finance & Budget Committee for a one-year term.

The Finance & Budget Committee shall meet from time to time as appropriate to fulfill its respective purposes; however, the Finance & Budget Committee must hold a meeting whenever requested by two (2) of its committee members. The members of the Finance & Budget Committee shall elect a chair by majority vote of the committee to manage the committee's meetings in accordance with the Freedom of Information Act and Robert's Rules of Order.

The Finance & Budget Committee's chair shall provide a summary of its work to the Board under "Committee/Liaison Reports," including recommendations for consideration by the Board.

A calendar of anticipated Finance & Budget Committee Meetings will be approved at its first meeting and each December thereafter. The calendar will be posted, and meetings can be cancelled if there is no need to hold the meeting.

The purpose of the Finance & Budget Committee shall be as follows:

1. To provide a forum for the Superintendent and the Superintendent's staff to offer and exchange information about and discuss the finances of the School District and the Annual Budget.
2. To provide a forum for the Superintendent, Superintendent's staff, and the committee to explore, research, and vet new finance and budget related ideas prior to presenting to the full Board in accordance with Board policy and By-Laws.

C. ADVISORY COMMITTEES (9133)

Advisory Committees consisting of three (3) Board members appointed by the Chair may be established by majority vote of the Board from time to time for assignments which the Board deems beyond the purpose and scope of a standing committee. The Board shall provide a charge for the Advisory Committee, which shall include the preparation of a written report and recommendations for the Board's consideration within a specified period of time. Upon the Advisory Committee's presentation of a report and recommendations to the Board for consideration, the Advisory Committee shall be deemed dissolved and only the Board make take further action.

The Chair and the Superintendent, or his or her delegate, shall be ex officio members of the Advisory Committees, and the chair may appoint ex officio advisors from the community for assistance in gathering information, preparing reports, and making recommendations. The Advisory Committee shall follow the provisions of the Freedom of Information Act as required by State law.

D. AUTHORITY OF COMMITTEES (9132)

Unless specifically authorized by the Board, the Standing and Advisory Committees shall have the power only to make recommendations to the Board for further action. Neither the committees nor members of the committees shall be authorized to legally bind the Board or expend funds of the School District.

SECTION 5: REMOVAL OF OFFICERS (9222)

The Chair, Vice Chair, or Secretary may be removed from office for cause, after reasonable notice and hearing, by a majority vote of those present at any Regular Meeting or at any Special Meeting called for the purpose, and may be removed without cause at any time by a vote of two-thirds (2/3) of the total membership of the Board.

ARTICLE III - MEMBERS

SECTION 1: QUALIFICATIONS (9110)

Board members must be qualified to serve in accordance with Section 2.1 of the Town Charter.

No member shall be employed for compensation in any position in the School District. If a Board member becomes employed by the School District, his or her position on the Board shall become vacant.

SECTION 2: CODE OF ETHICS (9271)

Board members shall adhere to the most recent edition of CAFE's Connecticut Code of Ethics for Boards of Education (the "Code of Ethics") set forth as Article VII of these By-Laws.

SECTION 3: MEMBERSHIP ON SCHOOL BOARD ASSOCIATIONS (9340)

The Board may hold membership in CAFE and the National School Boards Association and such other organizations or associations which will enhance the Board's ability to govern the School District.

SECTION 4: NEW MEMBER ORIENTATION (9230)

Experienced Board members and the administrative staff shall assist each new member to understand the Board's functions, policies, procedures, and the operation of the School District, as follows:

- A. New members shall be given selected materials on the responsibilities and authorities of the Board and the Superintendent, including a copy of the Board's policies and By-Laws and Code of Ethics, the Superintendent's administrative regulations, and pertinent materials developed by CAFE.

- B. New members shall be invited to meet with the Superintendent and other administrative personnel to discuss their duties and responsibilities, and continuing Board members shall be notified of and invited to such meetings.
- C. New and continuing Board members are encouraged to attend CAFE-sponsored and/or other workshops suggested by the Board.

SECTION 5: INDEMNIFICATION AND INSURANCE (9260)

The Board shall protect and hold harmless Board members against financial loss and expense, including attorneys' fees and costs, to the extent provided by State Law, and the Board shall maintain adequate insurance to protect Board members against such loss and expense.

SECTION 6: CONFLICTS OF INTEREST (9270)

Board members shall comply with the following rules pertaining to conflict of interest:

- A. No member of the Board shall have any direct monetary interest in contracts with the School District, nor shall a member furnish any labor, equipment, or supplies directly to the School District. The School District, however, may contract with corporations or businesses in which a Board member is an employee, in which case the member must declare his or her association with the firm and refrain from debating or voting on any related items.
- B. The following rules shall govern conflict of interest in the employment of staff and members of the Board:
 - 1. A spouse, minor child, dependent of a Board member or persons otherwise related to a Board member, may be employed by the School District but only if (1) the Board member fully discloses the relationship at a public meeting of the Board, and (2) the entire Board subsequently votes to approve the employment (excluding the vote of the related Board member).
 - 2. Furthermore, Board members shall comply with State Law regarding conflict of interest and attempt to avoid any situations which might have even the appearance of a conflict of interest.

SECTION 7: RESIGNATION, TERMINATION, AND VACANCIES

A. RESIGNATION – (9222)

Any Board member may resign in accordance with 2.4 of the Town Charter. Prior to resigning, the Board member shall provide advance notice to the Board in order to assist the Chair in the orderly and efficient administration of the Board.

B. TERMINATION (9222)

Whenever a Board member no longer is qualified as an elector of the Town, his or her membership on the Board shall terminate in accordance with Section 2.1 of the Town Charter.

C. VACANCIES (9221)

Any vacancy of the membership of the Board shall be filled in accordance with Section 2.5 of the Town Charter.

ARTICLE IV - METHODS OF OPERATION

SECTION 1: FORMULATION OF POLICIES (9311)

- A. The Board recognizes three basic types of written guidance that govern the operation of the School District:
1. The Board formally adopts Policies for implementation by the Superintendent and the Superintendent's staff. The formulation and adoption of written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the School District.
 2. The Board delegates to the Superintendent the function of developing Administrative Regulations to implement the Board's policies (recognizing that not every policy requires a regulation).
 3. The Board adopts By-Laws to govern its internal operations.
- B. The Board policies shall be reviewed periodically and revised as needed. In order to ensure compliance with current legislation and regulations, the Board shall contract for a full review of all policies and administrative regulations at least once every five years. All proposed revisions shall be referred to the Policy Committee and any changes to Board policy shall initially be presented by the committee to the Board as a draft at a Regular Meeting or a Special Meeting. The policy will then be carried over for adoption at the next regularly scheduled meeting or at the next Special Meeting.
- C. The formal adoption of policy shall be recorded in the minutes of the Board, and only those written statements so adopted and so recorded shall be regarded as official Board policy.

SECTION 2: REVIEW OF ADMINISTRATIVE REGULATIONS (9313)

The Board shall delegate to the Superintendent the function of developing administrative regulations to implement Board policy. The Board reserves the right to review administrative regulations at its discretion through the Policy Committee to ensure that they are consistent with policies adopted by the Board.

Administrative regulations need not be reviewed by the Board in advance of implementation except as required by State Law or in cases where strong community attitudes, or possible student or staff reaction, make it necessary or advisable for the regulation to have the Board's advance approval.

SECTION 3: REIMBURSEMENT OF EXPENSES (9250)

Board members shall be reimbursed for expenses incurred in the discharge of their duties under the same regulations that pertain to the School District's staff.

SECTION 4: BOARD EVALUATION (9400)

The Board of Education shall annually undertake a self-evaluation of its policies, practices, and internal operating procedures in order to provide the best possible services to the community and the School District. Each year at the Board's Organizational Meeting, the Board shall schedule a special meeting date for self-evaluation to take place no later than May. Each year the Board shall publish the date for this self-evaluation when it publishes the full new calendar of its meeting dates.

ARTICLE V – MEETINGS

SECTION 1: REGULAR MEETINGS (9321)

Regular meetings of the Board shall be held in accordance with the schedule on file with the Town Clerk, normally scheduled on the second and fourth Tuesday of the month. The second and fourth Tuesday should be reserved for Board meetings. All Board of Education meetings shall adjourn at 11:00 p.m. unless there is a 2/3 vote of the Board to suspend the rule.

SECTION 2: SPECIAL MEETINGS (9321)

Special Meetings of the Board may be held at any time and shall be called in the manner prescribed by law. Reasonable notice of any Special Meeting and of the purpose thereof shall be given to members of the Board.

SECTION 3: NOTICE OF MEETINGS (9321)

A. NOTICE TO BOARD MEMBERS

Notice of each meeting of the Board and agenda, listing all proposed action at such meeting and including all referenced documents, shall be delivered to each member of the Board at least five (5) days prior to such meeting.

B. NOTICE TO PUBLIC

In compliance with State Law, the notice of the meeting date, and the agenda for such meeting, shall be made available to the public in writing and electronically on the Board's website. In addition, this information must be on file not less than twenty-four (24) hours before the meeting to which they refer in the Office of the Superintendent. The agenda and all referenced documents shall be made available to the public on the Board's website and at such meeting.

C. AGENDA

The agenda is designed for the guidance and information of the Board and to inform the public of items of business to come before the Board. Additional items, not included in the filed agenda, may be considered and acted upon at such meetings upon the affirmative vote of two-thirds (2/3) of the members of the Board present and voting.

SECTION 4: ORDER OF BUSINESS (9325.2)

A. The agenda at each Regular Meeting shall be:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Student Reports
4. Public Comment
5. Presentations
6. Old Business
7. New Business
8. Approval of Minutes
9. Superintendent's Report
10. Committee/Liaison Report
11. Open Board Comment
12. Public Comment
13. Adjournment

B. The agenda at each Special Meeting shall be:

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Business Item(s)
4. Adjournment

C. To encourage public interest, the agenda for every meeting shall be posted on the School District's website and released in advance to the following:

1. Local Newspapers
2. RTM Education and Recreation Committee
3. PTA Presidents and PTA Board of Ed Representatives
4. FEA President
5. Principals, Headmasters, and Central Office Administrators
6. Board of Finance
7. Board of Selectmen
8. Public Libraries (including all supporting materials)
9. Any citizen who so requests and is willing to assume any additional cost

SECTION 5: EXECUTIVE SESSION (9322)

Meetings of the Board shall be open to the public; provided, however, that the Board may, by a majority vote of those present at any meeting: (1) hold adjudicative hearings in Executive Session when required by State Law and (2) deliberate and discuss, but not vote, in Executive Session on any matter exempt by State Law from public disclosure, including, but not limited to, personnel matters, collective bargaining strategy, pending claims, and litigation.

SECTION 6: PUBLIC COMMENT (9325)

A. PUBLIC COMMENT ON AGENDA ITEMS

As a means of encouraging public participation during Board meetings, the Chair shall solicit comments from the public with regard to agenda items, as proposed or amended, that the Board will be discussing and/or will be acting upon by vote. The Chair may limit Public Comment in any manner appropriate to the orderly and efficient conduct of Board meetings. The following parameters will pertain to Public Comment:

1. Up to three (3) minutes may be allotted to each speaker. The Chair may modify this limitation at the beginning of a meeting, or at the start of public comment within a meeting, if the number of persons wishing to speak makes it advisable to do so.
2. A member of the public can only speak to a topic once at a meeting. Public Comment on agenda items will take place at the beginning and end of the meeting. Public Comment on Old Business will also take place following Board discussion of those items and prior to when any vote is taken.

B. TOWN HALL MEETINGS

In the interest of giving the public the opportunity to comment on a wider range of issues other than those on Regular BoE meeting agendas, the Board will hold semiannual Town Hall meetings, to be scheduled at the discretion of the Chair. The agenda of these meetings will be a “discussion of facilities, finances, and programs” of Fairfield Public Schools.

SECTION 7: PROCEDURES DURING MEETINGS (9325)

Except in emergencies, the Board shall not attempt to decide upon any question submitted for consideration by any person or persons until the Board has examined and evaluated all information. The Superintendent shall be given an opportunity to examine and evaluate all such information and to recommend action before the Board attempts to make a decision.

SECTION 8: QUORUM (9325.1)

Five (5) members of the Board shall constitute a quorum for any Regular or Special Meeting.

SECTION 9: PARLIAMENTARY PROCEDURE (9325.3)

Unless otherwise provided in the By-Laws, the Board shall conduct all of its business in accordance with the current edition of Robert’s Rules of Order (Perseus Publishing, Cambridge, Massachusetts).

SECTION 10: ELECTRONIC MAIL COMMUNICATIONS (9327)

The Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (e-mail) is to expedite the passage of information. E-mail gives Board members quick access to one another. Communication among Board members via e-mail should conform to the same standards as other forms of communication (i.e., committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, e-mail is an effective communications tool and can provide a formal record.

Guidelines for Board E-Mail Usage

The Freedom of Information Act mandates that all meetings of public bodies, such as school Boards, be open to the public. It is the policy of the Board of Education that e-mail shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this By-Law sets forth guidelines for the uses intended to be made of e-mail by Board members when communicating with other Board members.

1. E-mail, like other written forms of communication relating to the conduct of the public business, is subject to the Freedom of Information Act and subject to disclosure.

2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings and/or shall not discuss policy matters or vote informally on any issues.
3. E-mail should be used to pass along factual information.
4. Security of e-mail communication cannot be assured. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe a password has been lost or stolen or that e-mail is being accessed by someone without authorization, he/she shall notify the Superintendent, who will notify the district's technology specialist.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

Any usage contrary to the aforementioned shall be reported immediately to the Superintendent and may result in the suspension and/or revocation of system access.

Accessing E-Mail

In an effort to encourage all Board members to access e-mail while maintaining public fiscal responsibility, the Board of Education will loan to any Board member needing access, a computer (when surplus is available), and other hardware peripherals to be returned to the Board office upon leaving office. It will be the individual Board member's responsibility to provide the hook-up and pay all consumable expenses associated with e-mail usage. In the event a Board member elects not to access e-mail, a hard copy of all e-mail directed to "Board" will be placed in the Board packet delivered via courier, and will also be accessible in the Board of Education Office.

Legal Reference: Connecticut General Statutes
The Freedom of Information Act
1-200 Definitions
1-210 Access to public records. Exempt records
1-211 Disclosure of computer-stored public records

ARTICLE VI – AMENDMENTS (9312)

The By-Laws may be amended by the affirmative vote of 2/3^{rds} of the entire membership of the Board, at any Regular or Special Meeting of the Board, provided that a copy of the proposed amendment shall have been included in the call for such meeting.

ARTICLE VII –CODE OF ETHICS (9271)

The Code of Ethics is based upon "Standards of Leadership for Members of Boards of Education" recommended by the CABA Board of Directors.

1. I will be a staunch advocate of high quality free public education for all Connecticut children. In fulfilling my responsibilities, I will think of "children first."
2. I will, as an agent of the state, uphold and enforce all laws, rules, regulations, and court orders pertaining to public schools.
3. I will strive to bring any needed change only through legal and ethical procedures. I will strive to help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, sex, or social standing.
4. I will work unremittingly to help my community understand the importance of proper support for public education, whether it be in providing adequate finance, optimum facilities, staffing and resources, or better educational programs for children.
5. I will join with my Board, staff, community, and students in becoming fully informed about the nature, value, and direction of contemporary education in our society. I will support needed change in our schools.
6. I will strive to ensure that the community is fully and accurately informed about our schools and will try to interpret community aspirations to the school staff.
7. I will recognize that my responsibility is not to "run the schools" through administration, but together with my fellow Board members to see that they are well-run through effective policies.
8. I will attempt to confine my Board action to policy-making, planning, and appraisal, and will help to frame policies and plans only after my Board has consulted those who will be affected by its actions.
9. I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in meeting. I will respect the opinions of others and abide by the principle of majority rule.
10. I will recognize that authority rests only with the whole Board assembled in meeting and will make no personal promises nor take any private action which may compromise the Board.
11. I will acknowledge that the Board represents the entire school community and will refuse to surrender my independent judgment to special interest or partisan political groups. I will never use my position on the Board for the gain of myself or my friends.
12. I will hold confidential all matters pertaining to schools which, if disclosed, might needlessly injure individuals or the schools.
13. I will insist that all school business transactions be open and ethical.

14. I will strive to appoint the best professional leader available when a vacancy exists in the chief administrative position.
15. I will strive to appoint the best trained technical and professional personnel available, upon recommendation by the appropriate administrative officer.
16. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have not only the requisite responsibilities, but the necessary authority to perform effectively.
17. I will refer all complaints through the proper "chain of command" within the system and will act on such complaints at public meetings only when administrative solutions fail.

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 AMENDED AND APPROVED: 11/26/2013
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