

# DAYTON HIGH SCHOOL COUNCIL BY-LAWS

## I. COMPOSITION AND TERMS

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### A. COMPOSITION OF THE COUNCIL

The council will consist of the principal, three teacher members, and two parent members. At least one teacher member will be a middle school teacher, at least one teacher member will be a high school teacher, and if possible, at least one parent member will be a parent of a middle school student. If the minority enrollment at Dayton High School was eight percent or higher as of October 1 preceding the start of a new council term, the council will also include at least one minority member to serve on the council. If there is a minority teacher on staff and he or she does not wish to serve on the council, the seat shall remain vacant until filled by a minority teacher.

### B. TERMS

Terms of teacher council members will be two years, beginning July 1 and ending June 30 of the two year term. Terms of parent council members will be one year beginning July 1 and ending June 30. Teachers and parent council members are allowed to seek re-election to serve consecutive terms as long as they are eligible.

### C. LEAVE OF ABSENCE

Leave of absence for a council member will not be granted.

## II. ELIGIBILITY AND ELECTIONS

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### A. TEACHER ELECTIONS

1. Teacher Qualifications
  - a. All certified teachers in the building are allowed to vote in the teacher election.
  - b. To be elected to the council, a teacher must hold a position at the school that requires certification. Guidance Counselors may serve as a teacher council member, however, principals or assistant principals may not serve as teacher council members.
  - c. Teachers will be elected by a majority of teachers in an election conducted by teachers.
2. Teacher Elections

Teachers conduct their own elections as per KRS 160.345. Annual elections shall be conducted on or before May 1 for the purpose of electing three teacher council members. Teacher members must be elected by a simple majority (more than one

half) of the number of teachers assigned to the school. The process that teachers shall use to elect their representatives is as follows:

- a. Nomination. Any teacher may nominate himself, herself, or another teacher for the office of teacher member by signing a letter of nomination and submitting it to the principal no later than April 1 of an election year.
- b. Preparation of Ballot. The principal shall ask each person nominated to sign a letter stating that he or she is willing to serve on the council if elected and that he or she meets the qualification listed in Section 1 above. The principal shall then prepare a sample ballot form that lists alphabetically the names of all those nominated, willing, and eligible to serve and then distribute that sample ballot to all teachers at the school no later than one week prior to the actual election.
- c. Elections. Teacher members shall be elected on or before May 1.
- d. Procedures If A Majority Is Not Received. If fewer candidates receive a majority of votes than the number needed to fill the open seats, the person getting the fewest number of votes shall be removed from the ballot, and the teachers shall vote again for the number of persons needed to fill the remaining vacancies. Any person receiving a majority of votes shall be deemed elected. This process of removing one name shall be repeated as often as necessary to elect candidates by majority to all open positions.

## **B. PARENT ELECTIONS**

### 1. Role of Parent-Teacher Organization

Parents conduct their own elections as per KRS 160.345.

The school's largest parent-teacher organization will conduct the election. If no parent-teacher organization exists, the largest group of parents formed for this purpose will run the election.

### 2. Parent Qualifications

A "parent" means a parent, stepparent, or foster parent. Guardians also qualify as parents if the student lives with them and they have a court order giving them legal custody. A parent council member will be the parent of a student pre-registered to attend the school during the parent's term of council service. Three groups of people may **not** serve on the council as parent representatives:

- a. Employees of Dayton High School or their relatives (mother, father, brother, sister, son, daughter, husband, wife, aunt, uncle, or in-laws).
- b. Employees in the district administrative offices or their relatives (mother, father, brother, sister, son, daughter, husband, wife, aunt, uncle, or their in-laws).
- c. Members of the Board of Education or their spouses.

### 3. Parent Elections

Annual elections shall be conducted on or before May 1 by the largest parent organization formed for the purpose of electing two parent council members. The president of the organization will notify the principal in writing of the two parents elected within 24 hours of the final vote.

## **C. MINORITY REPRESENTATION**

1. A minority parent and an additional teacher will be elected, if the council formed (including the principal) after both teacher and parent elections does not have a

minority member, **and** the school had eight percent or greater enrollment of minority students as of the previous October 1.

2. Minority members must be American Indian; Alaskan native; African American; Hispanic, including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin; Pacific Islander; or other ethnic group underrepresented in the school.
3. The principal will be responsible for organizing the minority parent and teacher elections as follows:
  - a. Following the general elections, if a minority member was not elected, the principal will organize a special election to elect a minority parent to the council. This election will be organized no sooner than ten and no later than twenty school days after the election (teacher or parent) which came last. The principal will notify all parents of the date, time, and location of the election. The notice will call for nominations of minority parents for the ballot. Minority parents for this ballot must meet the qualifications for parent members as outlined in subsection B of this section. At the election, parents may nominate additional minority candidates. The candidate receiving the most votes will be elected. In the event of a tie vote, a run-off will be held.
  - b. Following the general elections, if a minority member was not elected, the Principal will call a meeting of all teachers in the building. This meeting will be called within seven school days after whichever election (teacher or parent) came last. The teachers will elect one minority teacher to serve as an additional teacher member on the council. If there are no minority teachers who are members of the faculty an additional non-minority teacher will be elected. If there are minority teachers on the faculty, but they decline to serve, then no additional teacher will be elected. The seat shall remain vacant until filled by a minority teacher. The election will be conducted using the procedures listed in subsection A of this section.

#### **D. VACANCIES DURING A TERM OF OFFICE**

##### **1. Notice of Vacancy**

When either a teacher or parent vacancy occurs in the middle of a term, a new member will be elected to complete that term. The principal will post a notice in the faculty workroom and in a place readily accessible to parents stating that there is a vacancy and including the text of this subsection of the bylaws. The principal will also communicate this information to the president of the parent-teacher organization. These steps will be taken within one school day after the principal learns of the vacancy.

##### **2. Election to Fill a Teacher Member Vacancy**

Within ten school days of the vacancy, the principal will use the procedures established to conduct a teacher election to fill the vacancy.

##### **3. Election to Fill a Parent Member Vacancy**

The principal will call an election to be held no less than ten or no more than twenty school days after the vacancy occurs. The procedures described in subsection B of this section will be used.

##### **4. Election to Replace a Minority Parent Member**

The principal will implement the procedures described in subsection C of this section.

5. Election to Replace an Additional Teacher Member

The principal will implement the procedures described in subsection C of this section.

### **III. COUNCIL TRAINING**

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#### **A. NEW MEMBERS**

A member elected for the first time will complete a minimum of six hours of training in the process of school-based decision making no later than thirty (30) days after the start of his or her term. He or she can get that training any time between the date elected and the 30day deadline. This training must be provided by a person endorsed by the Kentucky Department of Education.

#### **B. EXPERIENCED MEMBERS**

A member elected who has served on a council previously will complete at least three hours of training in the process of school-based decision making no later than onehundred-twenty (120) days after the start of his or her term. This training may be obtained up to a year before the 120-day deadline. This training must be provided by a person endorsed by the Kentucky Department of Education. Experienced members may get training credit by attending any of the approved SBDM training workshops offered by endorsed trainers.

#### **C. MID-YEAR VACANCIES**

Members who are elected to fill a vacant position in the middle of the year will complete the required training no more than thirty days (30) after they are elected. This training must be provided by a person endorsed by the Kentucky Department of Education.

#### **D. REPORTING**

By November 1 of each year, the principal will ensure that names, addresses, and the training completed of each council member are reported to the Kentucky Department of Education.

### **IV. STANDARDS OF CONDUCT**

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#### **A. ATTENDANCE**

Members of the council will attend all council meetings. Between the date of the elections and July 1, members-elect are expected to attend all council meetings. If a member is unable to attend a meeting, he or she will notify the Chair of the Council. If a member is unable to attend on a consistent basis, the Chair of the Council will contact the member to consult and to

discuss the possibility of resignation. A member who has three unexcused absences from council meetings will resign.

## **B. CONFLICT OF INTEREST**

A school council member cannot participate in the discussion of or decision-making about any issue in which he or she has a business or financial interest.

## **C. ONGOING ELIGIBILITY**

Any member who ceases to be eligible to serve on the council will resign.

## **D. IMPROPER MEETING**

Council members will not meet to discuss council business in a group that constitutes a quorum without following the procedures for scheduling a meeting of the full council in accordance with the Open Meetings Law.

## **E. INTENTIONAL INTERFERENCE WITH SCHOOL-BASED DECISION MAKING**

No member of the council will intentionally engage in a pattern of practice which is detrimental to the successful implementation of or which circumvents the school-based decision making process.

## **V. REMOVAL OF MEMBERS**

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A member who violates the standards of conduct and does not submit a written letter of resignation to the council could be reprimanded or removed in one of the following ways:

### **A. COMMISSIONER'S RECOMMENDATION**

The Commissioner of Education can recommend removal for immorality, misconduct in office, incompetence, and willful neglect of duty or nonfeasance. The local board of education then holds a hearing into the charges to decide whether removal is warranted.

### **B. OFFICE OF EDUCATION ACCOUNTABILITY**

The Office of Education Accountability (OEA) can investigate claims of intentional interference with school-based decision-making. If the OEA cannot resolve the issue, it is forwarded to the Kentucky Board of Education, which holds a hearing to determine whether the charges are valid. The first time the Kentucky Board finds a person guilty of such interference, the person will receive a reprimand. The second time, the person can be removed from office.

## **VI. MEETINGS**

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**A. ALL MEETINGS**

1. Council meetings will comply with the requirements of the Open Meetings Law.
2. Council meetings will be open to the public unless the council goes into closed session under the provisions of the Open Meetings Law.

**B. REGULAR MEETINGS**

1. Meeting dates and times will be determined at the July and January meetings. The dates and times for August – January will be set in July and the dates and times for February – July will be determined at the January meeting.
2. The principal will post a copy of the regular meeting schedule in the teacher’s workroom and in a place regularly accessible to parents. He or she will use any other methods deemed appropriate to make the schedule readily available to the public.

**C. SPECIAL MEETINGS**

1. Any meeting not at the regular meeting time or place is a special meeting.
2. A special meeting of the council may be called by the chairperson or by a majority of council members.
3. Any special meeting of the council will comply with the requirements of the Open Meetings Law; therefore, the following steps will be taken:
  - a. Written Notice The person or persons calling the meeting will prepare and sign a written notice that states the date, time, and place of the special meeting and an agenda for the meeting. Only issues listed on that agenda may be discussed at the special meeting. Items may be subtracted from that agenda before approval at the meeting but they cannot be added or revised.
  - b. Delivery Of Notice The person or persons calling the meeting will arrange for the written notice to be delivered to every council member and to any media organization that has made a written request to be notified of council meetings. The delivery can be made ONLY by hand, fax, or US mail. Email may not be used as the sole method to deliver a special meeting notice. The notice will arrive at least 24 hours before the time set for the meeting.
  - c. Posting Of Notice The notice will be posted conspicuously at the school, and also at the building where the meeting will be held if the meeting will not be held at the school. These copies will be posted as soon as possible after the meeting is called, but definitely no less than 24 hours before the meeting will be held.

**D. CLOSED SESSIONS**

The council may go into closed session only to discuss hiring personnel, or actual or pending litigation. The following procedures will be followed to go into a closed session:

1. A motion will be made and a vote taken that the council go into closed session to discuss individual applicants for hiring under KRS 61.810(1)(c) or litigation under KRS 61.810(1)(f).
2. The motion and results of the vote including the statute number allowing the closed session will be recorded in the council minutes.
3. Only the topic announced in the open session motion may be discussed in the closed session.
4. No council action may be taken in a closed session.

5. The council will return to open session to make any decisions.
6. The decisions will be recorded in the council minutes.

#### **E. PUBLIC INPUT**

1. Every agenda will include a public comment item.
2. Public input may be informal with the chairperson calling on persons who wish to speak.
3. If more than several people wish to speak, the chairperson will have the option of setting time limits for speakers based on the time allotted for this item, the number wishing to speak, and any extra time left on the agenda; or if the agenda will run over, by consensus of the members present to continue.

### **VII. AGENDAS**

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#### **A. AGENDA REQUESTS**

Anyone may submit items for inclusion on the agenda to the chairperson. Items must be submitted no later than the Monday before a scheduled meeting.

#### **B. PRELIMINARY AGENDA**

The chairperson will prepare a preliminary agenda marked as such to be emailed to teachers and in a place readily accessible to all parents and distributed to all council members at least twenty four (24) hours before each regularly scheduled council meeting. Each preliminary agenda will include the following items:

1. Approval of the Agenda
2. Approval of the minutes of the previous meeting
3. Public Comment
4. Old Business
5. School Improvement Planning Report
6. *New Business*
7. *Adjournment*

#### **C. APPROVAL OF AGENDA**

At the beginning of each regular council meeting, the council will approve an agenda for the meeting. Items on the preliminary agenda may be added, deleted, or modified at this time.

#### **D. MATERIALS PRESENT AT COUNCIL**

1. The chairperson shall bring a binder with information from previous meetings
2. All council members shall bring their copies of their SBDMC packets they receive.
3. The board shall provide an updated financial report to the SBDMC at the March meeting.

### **VIII. RECORDS**

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## **A. LIBRARY COPIES**

At least one notebook of council records will be maintained and made available in the school library as part of normal library operations. This notebook will contain copies of the council by-laws, all council policies, and council minutes for the current year, the current council budget, and the current School Improvement Plan.

## **B. OPEN RECORDS REQUESTS**

The principal will be the official records custodian and will make the notebooks of council by-laws, policies, minutes, budgets, current CSIP, and other council records available in response to written requests. A fee set by the Board of Education may be charged to cover copying costs other than staff time to make the copies in accord with the provisions of the Open Records Law. Persons who want copies of documents in the council binder will give the principal a written request.

## **C. OFFICE COPIES**

All council records will be maintained in the school office in accordance with the State Archives Records Retention Schedule (725 KAR 1:030).

## **D. REQUESTS FOR COUNCIL RECORDS**

1. Requests for council records must be made in writing to the principal. Requests must include specific documents and dates.
2. The fee for copying of council records shall be 10 cents per copy unless the request is for the Comprehensive School Improvement Plan document.
3. The fee for a copy of the Comprehensive School Improvement Plan document shall be the school's cost for one copy, as per printing records.
4. The requested records must be provided to the person making the request within 3 business days.
5. The school council secretary shall make or provide copies of requested documents at the principal's request.
6. School council records will be available for inspection during the hours the school's library is open (8:00 a.m. – 3:00 p.m.).
7. The custodian of records for the school shall be the principal, and the principal shall make the final determination regarding which records not listed above are available for inspection and all matters in regards to open requests not covered in this policy.

## **IX. COUNCIL OFFICERS AND DUTIES**

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### **A. ELECTION OF OFFICERS**

- Officers shall include Chair, Vice Chair, and Secretary
- The Vice Chair of the school council shall be elected each July by council members and shall serve for one year. Re-election is permitted
- Except for the office of secretary, if a vice chair resigns his or her position, the council shall conduct a vote at that meeting to fill the position with another council member.
- A motion to seek an alternative model allowing a council member other than the principal to serve as chair may be made by any council member at any regular



meeting. A majority vote of the full council is required before the school council can seek an alternative model. A faculty vote must then be conducted, and the motion must pass by 2/3 in order to proceed with the model.

## **B. CHAIRPERSON**

The principal will serve as the chairperson of the council. The chairperson will carry out the following duties:

1. Conduct school council meetings.
2. Compile and distribute the agenda for council meetings.
3. Serve as official custodian of council records.
4. State when a consensus is present for the record.
5. Coordinate standing and ad hoc committees.
6. Carry out any additional responsibilities as stated in these by-laws
7. Maintain a file of all correspondence addressed to the school council (these records may only be discarded after having been brought to two council meetings)

## **C. VICE-CHAIRPERSON**

The vice-chairperson will be chosen by consensus from within the council membership. The vice-chairperson will act as chairperson in the absence of the chairperson. The vicechairperson may also serve as the chairperson for the council should the process of selecting a new principal become necessary.

## **D. SECRETARY**

1. The chairperson of the council will appoint a secretary for the council. The secretary does not have to be a member of the council, but must be willing to perform the duties of the office.
2. The duties of the secretary will be to:
  - a. Take minutes at each council meeting that include an accurate record of all motions made and all decisions or actions taken.
  - b. Type, copy, and distribute the draft minutes, marked as such, to each member of the council and post a copy in the teacher's lounge and in a place readily accessible to all parents. This will be done within five school days after each meeting.
  - c. Make copies of the final approved minutes for the notebooks in the library and the office and send copies to all council members, the president of the parentteacher organization, and the superintendent. This will be done within five school days following the meeting at which the minutes were approved.

## **E. COUNCIL MEMBERS**

Duties of the council members include

- Knowing and adhering to the mission, philosophy, and goals of the Dayton High School
- Attending all council meetings, both regular and special
- Encouraging and requesting opinions from their constituencies
- Supporting, promoting, and communicating council decisions

- Seeking information independently and as needed about issues brought before the school council, and bringing that information to the council.

## **X. COMMITTEES**

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### **A. USE OF COMMITTEES**

Committees will be used to support and to accomplish tasks of the council.

### **B. COMMITTEE APPOINTMENTS**

1. Standing and ad hoc committees are formed and dissolved by the school council as needed.
2. Standing committees can be dissolved only through the process of amending the bylaws.

### **C. MEMBERSHIP AND ELECTION OF CHAIR**

1. All certified staff may participate in the shared decision-making process at Dayton High School by serving on committees in their areas of interest.
2. Representatives from the faculty, support staff, parents, and students shall be invited to serve on committees on the first day of school each year.
3. Committee members will be assigned by the principal each year. However, committee membership is open to interested persons anytime during the school year. Teachers assigned to committees shall be listed in each year's staff handbook prior to the first day of school. Classified employees, parents and students may join the Culture and Climate Committee, Literacy Committee, PBIS committee or ad hoc committees anytime during the school year, as long as the committee's charges do not include confidential student information.
4. Committees will not be larger than 15 members.
5. Committees shall elect a chairperson from their membership no later than September 1<sup>st</sup>, who shall serve for a term of no longer than one year.

### **D. COMMITTEE CHARGES**

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The five standing SBDM committees, Culture and Climate Committee, Literacy Committee, PBIS Committee, Professional Learning Community Committee and Intervention Committee will follow charges but may receive tasks annually from the SBDM Council. Component managers and their committees will perform the following:

- Provide recommendations of their committees
- Maintain implementation and impact component checklists
- Provide a copy of all component checks to the Principal and SBDM Council
- Ensure that all tasks are accomplished before deadlines established by the SBDM Council

#### Culture-Climate Committee Charge

1. A representative(s) will attend SBDM meetings bi-annually to report on progress and provide appropriate recommendations to the SBDM council, as the committee deems appropriate.
2. Plan at least two faculty social events/holidays events during the school year.
3. Manage the culture and climate committee fund.
4. Develop and plan celebrations of staff, (e.g. birthdays, marriages, births, awards, etc.)
5. Support staff during difficult times (e.g. sickness, death, etc.)
6. Recommend pep rally and assembly activities.
7. Submit two articles to the principal to include in monthly Dayton Community News articles.
8. Recommend and plan pro-active and positive school website, Facebook and Twitter posts.
9. Make recommendations for teacher appreciation week.
10. This committee will submit a report to SBDM bi-annually.

#### Professional Learning Community Committees Charge

1. Each department will serve as a PLC Committee, meet weekly and all members will report failures and interventions to SBDM bi-annually. Reporting dates for each PLC/department will be listed on the SBDM page of the school website.
2. Analyze formative and summative assessments of all PLC committee teachers using a PLC protocol during weekly department meeting and monthly district-wide department meetings.
3. Perform Implementation and Impact checks to the Academic Performance Component of the CSIP.
4. When state test scores are released, evaluate achievement gaps and develop a plan that may be utilized school wide to reduce these gaps and make recommendations for CSIP in November.
5. Work with the literacy committee to ensure that the school-wide literacy plan is implemented across the curriculum.
6. Review individual student performance and student schedule requests to make schedule recommendations to the guidance department.

#### Intervention Committee Charge

1. All intervention and academic readiness/ACT preparation teachers will participate as members on the intervention committee.

2. A representative(s) will attend the December and April SBDM meetings to submit a report on progress of the intervention committee.
3. Analyze practice ACT scores across all grades to improve the effectiveness of progress monitoring, create goals for individual students, and develop interventions to improve college readiness.
4. Make recommendations for benchmarks and identification of students in need of math and reading intervention.
5. Make master schedule recommendations.
6. Review individual student progress and make recommendations for tier III interventions.
7. Analyze the impact of reading and math interventions and make recommendations to the principal and SBDM council.
8. This committee will meet at least quarterly.

#### Literacy Committee Charge

1. Develop, review and make recommendations for the school writing/communication program (see policy 1.04)
2. Analyze On Demand student data to determine students who are high apprentice through novice and create intervention plan.
3. Plan literacy instruction and assessment practice, such as live scoring sessions.
4. Develop literacy resources and share resources during department PLC's or staff meetings.
5. Assess literacy data and develop common strategies and language for improving literacy across all content areas.
6. Perform Implementation and Impact checks to literacy components of the CSIP.
7. Recommend professional development for literacy.
8. This committee will submit a report to SBDM bi-annually.

#### Positive Behavior Intervention & Supports Committee Charge

1. Improve school wide positive behavior intervention and support.
2. Support teachers with implementation, instruction and interventions.
3. Work with the student council to update and edit a yearly PBIS instructional video to assist teachers in instruction of school-wide expectations.
4. Make recommendations for professional development.

5. Provide PBIS orientation for new employees.
6. Review and update school-wide and common area expectations yearly.
7. Make recommendations for policy and the student handbook to the principal and SBDM.
8. Review and update the PBIS behavior flowchart in the staff handbook.
9. Analyze and share behavior data with staff quarterly.
10. Assess and report behavior data and self-assessment/progress to the Kentucky Center for Instructional Discipline.
11. This committee will submit a report to SBDM bi-annually.

## **XI. DECISION-MAKING**

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### **A. QUORUM**

A majority (more than half) of the members, including at least one parent member, will constitute a quorum. A quorum must be present for the council to take action.

### **B. COUNCIL RESPONSIBILITIES**

Our ultimate mission is to graduate lifelong learners who are responsible, productive community members.

The council will make no decisions on issues that are not under council jurisdiction by law. The following issues are within the purview of the School-Based Decision Making Council:

1. School Improvement Planning
2. School Safety Plan
3. Assessment Data Analysis
4. Achievement Gap Targets
5. Professional Development
6. Spending on textbooks, instructional materials, student support, rewards, and staff (including determination of the number of persons to be employed in each job classification)
7. Consultation before the principal selects people to be hired
8. Selection of a new principal
9. Adoption of policies in the following areas:
  - a. Alignment with State Standards
  - b. College-Level Courses (Secondary)
  - c. Committees
  - d. Consultation
  - e. Curriculum
  - f. Discipline, Classroom Management, and School Safety
  - g. Extracurricular Programs

- h. Instructional and Non-Instructional Staff Time Assignment
- i. Instructional Practices
- j. Parent Engagement (Title I Schools)
- k. Program Appraisal
- l. School Day and Week Schedule
- m. School Space Use
- n. Student Assignment
- o. Technology Use
- p. Wellness (Primary to Grade 5)
- q. OTHER: Policies not required by law but required by the local district, and areas not required by law but required by the Standards and Indicators for School Improvement for Level 3.

### **C. CONSENSUS**

The school council will make decisions by consensus except as otherwise designated in the by-laws using the following guidelines:

1. A motion and a second are made.
2. After discussion of an item, the chair or any member may state the consensus of the group in one or two sentences.
3. The chair will ask whether any member disagrees with that statement.
4. If all members agree, the decision will be recorded as a unanimous decision in the minutes.
5. If a member disagrees, the discussion will continue until a suggestion of consensus is made that draws no disagreement, or until the third suggestion of consensus fails.

### **D. ALTERNATIVE TO CONSENSUS**

When a third suggestion of consensus fails, the council may by majority vote determine to:

1. Vote to send the issue back to a committee
2. Form an ad hoc committee to study the issue further (the motion on this vote shall include a regular meeting date when the council will hear from the committee), or
3. Decide the issue by majority vote of the council.

### **E. CRITERIA FOR MAJORITY VOTE**

A majority vote of the council shall be taken after consensus fails three times if the issue meets the following criteria:

1. The issue involves the selection of a new principal: the council shall vote and the candidate receiving the majority shall be selected.
2. The issue involves the number of persons to be employed in each job classification, the textbooks to be purchased, or the budget for or purchase of student support services.
3. The issue is whether to continue to meet for longer than 90 minutes.
4. The federal or state government or the Dayton Board of Education has set a deadline by which the school council must make a final decision and that deadline will occur before the next regular council meeting.
5. The members of the council cannot agree by consensus to decide the issue at a special meeting and a majority of the council members wish to decide the issue by a

majority vote. When the above exceptions do not apply and consensus cannot be reached, the issue may be placed on the agenda for the next regular meeting or special meeting and the decision may be made at the meeting by majority vote of the council. When voting, any abstention is counted with the majority vote.

#### **F. ADOPTION OF POLICIES**

1. Policies are defined as written documents that establish rules, procedures, guidelines, standards, or principles to guide decision-making in various situations.
2. To be officially adopted, a policy will have a reading at two different council meetings.
3. Adopted policies are binding until the council amends them.

#### **G. BY-LAWS AMMENDMENT**

The council may amend these bylaws as needed. All motions to amend the by-laws of the council will be submitted in writing. No decision on a motion to amend the by-laws will be made until after the topic has been on the agenda for two meetings and has had two readings.

#### **H. APPEALS OF COUNCIL DECISIONS**

##### **1. REQUEST**

For a person(s) to appeal a decision of the council or file a grievance he/she must first request in writing an opportunity to be heard and shall include information about the grievance issue.

##### **2. SCHEDULE**

A council shall schedule a hearing within thirty (30) working days from the date the request is received. The person appealing shall be informed of the hearing by registered letter.

##### **4. HEARING**

The person appealing may be represented by legal council and may call witnesses as long as the testimony is germane to the issue.

##### **5. DECISION**

The council shall consider the merits of the complaint, make a decision and respond in writing

##### **6. REPORT**

A copy of the written grievance or appeal and a written reply by the council shall be provided to the superintendent within ten (10) working days of the council's decision.