

FRANCIS HOWELL SCHOOL DISTRICT FACILITIES ADVISORY COMMITTEE BYLAWS

ARTICLE I – NAME

The name of the organization shall be the Facilities Advisory Committee for the Francis Howell School District.

ARTICLE II – COMMITTEE YEAR

The organization year shall commence on September 1 and shall end on August 31.

ARTICLE III – PURPOSE

The purpose of the committee shall be to provide an organized structure that will assist the Francis Howell School District Facilities and Operations department with facilities oversight and ensure community involvement (externally and internally) in Francis Howell's facility plans. The Committee will:

1. Monitor facilities projects and their relationship to the various facilities budgets;
2. Provide affirmation/verification of the prioritization of projects, changes to the scope of major capital improvement projects, and long range facilities plans of the Francis Howell School District;
3. Provide a medium for the dissemination of facilities information and materials to the community relative to the Francis Howell School District and its long range facilities plans.;
4. Provide consultation and guidance to the Facilities and Operations department on matters relating to minor and major capital improvement projects and perform other review and recommendation functions as requested by the department.
5. All decisions/recommendations provided by the committee will be student focused and department friendly

ARTICLE IV – MEMBERSHIP

SECTION 1 – Eligibility

Membership is only open to appointments made by Director of Facilities and Operations which include Community Representatives who reside in Francis Howell School District, Francis Howell School District Employees; and Board of Education members.

SECTION 2 – Establishment of Membership

Membership on the Committee shall become effective upon approval of the Director of Facilities and Operations.

The committee shall be comprised of:

Two Board of Education Members
Director of Facilities and Operations
One High School Administrator
One Middle School Administrator
One Elementary Administrator
One Early Childhood Administrator
One Activities Director
FHESPA representative for Custodial
FHESPA representative for MGW
Three Teachers (One from each zone of the District; Central, North, South and one must be from the levels of education; elementary, middle school and high school)
Two Staff Member at Large
Three Community Members with professional knowledge or experience in the trades/construction/architectural (Preference to have one from each zone of the District; Central, North, South)
One Community Member with professional knowledge or experience in the finance industry

SECTION 3 – Terms

Members shall be appointed to a three year term and length of membership shall be limited to two (2) three year terms with the exception of the board of education member, Director of Facilities and Operations and FHESPA representatives.

Board of Education members shall be appointed by the board of education in the July meeting as required/needed or as vacancies occur.

The FHESPA Representatives shall be appointed yearly by the respective organizations and serve as part of their position within FHESPA.

SECTION 4 – Voting

Each Community representative, FHESPA representative, FHSD employee representative and each Board of Education member shall be entitled to one vote in any matters presented to the membership for a vote.

SECTION 5 – Eligibility

The Director of Facilities and Operations will serve as the chairperson of the committee and will be responsible for determining agendas with committee input, and running the meetings.

SECTION 6 – Vacancies

Vacancies occurring in the membership of the Facility Committee from whatever cause arising shall be presented to the Director of Facilities and Operations for appointment of a new member to fill the unexpired term.

ARTICLE V- MEETINGS

SECTION 1 – Facility Advisory Committee Meetings

Meetings shall be held each month of the year, but may be cancelled by a vote of the committee at the preceding meeting, or by the chairperson in the case of a limited agenda.

SECTION 2 – Quorum

Two-thirds of the membership shall constitute a quorum at any Facilities Advisory Committee meeting. Decisions shall be made by a majority of the members present.

SECTION 3- Meeting Norms

1. Remain respectful, kind, calm, approachable, and friendly
2. Consider students first
3. Remain professional
4. Maintain equity
5. Implement inclusion while preventing divisions
6. Remain open-minded; every person's opinion matters
7. Be present
8. Maintain positive communication
9. Promote a positive department image
10. Remain willing to forgive
11. Be consistent
12. Decision-Making Procedure: Fist to Five
13. Maintain transparency
14. Discourage against hidden agendas
15. Present all decisions as a united front: support the team

ARTICLE VI – COMMITTEES

SECTION 1 – Eligibility

Any member in good standing, or individual eligible to be a member, shall be eligible to participate on a committee.

SECTION 2 – Committees

Ad hoc Committees shall be formed when deemed necessary by the Chair.

SECTION 3 – Appointment

Ad hoc Committee Chairpersons shall be appointed by the Chair of the Facilities Committee.

SECTION 4 - Term

Ad hoc Committee Chairpersons will serve until the chairperson abolishes the Ad Hoc Committee.

SECTION 5 – Vacancies

If any chairpersonship becomes vacant, the Chair shall appoint a replacement for the duration of Ad hoc committee.

SECTION 6 – Responsibilities

All chairpersons shall be responsible for the formation of their committees. All committees should include a chairperson and a minimum of two members and should be representative of the membership. Chairpersons shall attend all Facility Committee meetings and submit reports as necessary to the Chair.