

## **MINNESOTA STATE ACADEMY FOR THE DEAF SITE COUNCIL BYLAWS**

### **AUTHORITY**

*Minn. Stat. 125A.62 requires the Board of the Minnesota State Academies to establish, and appoint members to, a site council at each academy. The site councils shall exercise power and authority granted by the board.*

### **ARTICLE I: NAME**

The name of this organization shall be Minnesota State Academy for the Deaf (MSAD) Site Council.

### **ARTICLE II: PURPOSE**

The purpose of the MSAD Site Council is to recommend creation, implementation, and evaluation of school-wide functions and programs pursuant to the mission and vision of the Minnesota State Academies. The Site Council facilitates implementation of the MSA vision and mission through shared decision making.

### **ARTICLE III: MEMBERSHIP**

#### **Section 1: Stakeholder Groups**

The membership of the MSAD Site Council shall consist of fourteen (14) individuals, each representing one of the following stakeholder groups. Each individual is responsible for communicating information with their stakeholder group and soliciting input for topics being addressed at Site Council meetings.

- A. Parents of current students at MSAD– 2 representatives (Open Appointment)  
\*It is encouraged that this is split between one parent from the ECE/Elementary departments and one parent from the MS/HS departments. \*
- B. MSAD Students – 2 representatives (Direct Appointment by the MSAD Student Body Government)
- C. MSAD Teacher representing Early Childhood Education and Elementary Departments – 1 representative (SRSEA) (Open Appointment)
- D. MSAD Teacher representing Middle School and High School Departments - 1 representative (SRSEA) (Open Appointment)
- E. MSAD Residential Program– 1 representative (AFSCME) (Open Appointment)
- F. MSAD SEPAs – 1 representative (AFSCME) (Open Appointment)
- G. Student Support Services Division – 1 representative (SRSEA/MAPE/AFSCME) (Open Appointment)
- H. Shared Services (Business Office; Physical Plant Operations; Food Services; Health Services, etc.) – 1 representative (AFSCME/MAPE/MNA) (Open Appointment)
- I. MSAD alumni - 1 representative (Open Appointment)
- J. Deaf Community – 2 representatives (Open Appointment)
- K. Deafblind community – 1 representative (Open Appointment)

Ex Officio Representatives:

- A. Education Resources – Minnesota Department of Education – 1 non-voting ex-officio representative (if available).
- B. Administration – Non-voting ex-officio representatives (Superintendent, Director of MSAD, Director of Student Support Services; Director of Student Life (MMA).

Ex-officio representatives do not count towards quorum for meetings.

**Section 2: Representatives**

- A. Individuals interested in applying to be on the site council must submit their applications through the Secretary of State’s website. The MSA Board will review the applications and appoint individuals to positions on the Site Council.
- B. New representatives to the site council shall be appointed at the MSA Board’s annual organizational meeting in June. The new representatives shall receive a copy of the bylaws from the Secretary of the MSAD Site Council.

**Section 3: Duties**

- A. Each member must review and follow the bylaws.
- B. Each member must attend MSAD site council meetings regularly and share information with their representative stakeholder organization or group. Between meetings, members must gather information from the stakeholder group to share with the full site council and share information/updates from the previous site council meeting with their stakeholder groups.
- C. Each member must participate in at least one committee.

**Section 4: Terms of Service**

- A. Each member of the Site Council shall serve a term of two (2) years. Each term shall begin with the September meeting.
- B. Members are limited to three consecutive terms on the site council. Members may serve more than 3 terms but must take one term (2 years) off between terms.

**Section 5: Unfilled Term Coverage**

Stakeholder groups are responsible to encourage people to apply for site council vacancies if a current representative cannot complete their term. New representatives will be allowed to complete the previous representative’s term before beginning their 1<sup>st</sup> term in that position.

**Section 6: Additional Stakeholder Groups**

Stakeholder representative groups may be added to the MSAD Site Council by consensus of the existing members of the MSAD Site Council, and with the approval by the Board of the Minnesota State Academies.

**Section 7: Attendance**

All members of the site council are expected to attend regularly scheduled site council meetings or inform the Chair in advance of their absence. In the event a site council member

has three consecutive unexcused absences, the site council chair shall remove the member and ensure posting of the vacancy on the secretary of state website.

## **ARTICLE IV: OFFICERS**

### **Section 1: Officers**

- A. The officers of the MSAD Site Council shall be a Chair and a Vice-Chair.
- B. The officers shall share the responsibility of supporting members of all committees

### **Section 2: Duties**

- A. The duties of the Chair shall be:
  - 1. to prepare and disseminate meeting agendas;
  - 2. to review and edit meeting minutes before the next meeting;
  - 3. to facilitate meetings;
  - 4. to oversee committee work and reports (including sharing the responsibility of supporting members of committees with the vice-chair); and
  - 5. other duties assigned by the MSAD Site Council.
- B. The duties of the Vice-Chair shall be:
  - 1. to assist the Chair and learn the roles of the Chair;
  - 2. to facilitate meetings in the absence of the Chair;
  - 3. to share the responsibility of supporting members of all committees with the chair, promoting communication between members and sharing input; and
  - 4. to represent the site council as an Ex-Officio Member of the Board of the Minnesota State Academies.
- C. The secretary of Site Council will be assigned by the MSAD administration. The secretary's duties shall be:
  - 1. to distribute meeting notices, agendas, and packet materials no later than 72 hours (minimum) prior to the meeting;
  - 2. to document the minutes and distribute them to Site Council members [[for approval at the next site council meeting;
  - 3. to send approved minutes to the MSA Board for their review during regularly scheduled board meetings.
  - 4. to maintain historical records of all meeting agendas and minutes;
  - 5. to maintain a directory of site council membership and update information on the Secretary of State's website;
  - 6. to utilize the board-approved platform (i.e. Boardbook) for distribution of meeting information, minutes, member directory/contact information, and additional materials as needed; and
  - 7. to support the chair/vice-chair in the set-up and operation of meetings in adherence to the Open Meeting Laws of Minnesota.

### **Section 3: Term Limits**

- A. The Chair shall serve for a term of not more than three (3) years.
- B. The Vice-Chair shall serve for a term of not more than one (1) year.
- C. The Chair may serve more than one term but must take a year off in between terms.
- D. The Vice-Chair may serve more than one term.

### **Section 4: Election**

- A. A Vice-Chair shall be elected every year at the May meeting. Candidates for the Vice-Chair must have a minimum of one year of experience serving on the site council.

### **Section 5: Vacancy**

- A. If a vacancy occurs in the Chair, the Vice-Chair shall serve the remainder of the term as acting Chair, and upon completion of said term, may apply or be nominated for the position of the chair. The unexpired term of the Vice-Chair shall be completed by a new Vice-Chair elected by the member representatives of the MSAD Site Council.
- B. The vacancy of a Vice-Chair shall be filled from the member representatives of the MSAD Site Council by an election at the next regular meeting.

## **ARTICLE V: EX-OFFICIO MEMBER TO THE MSA BOARD**

- A. The Site Council will send the vice-chair to represent the Site Council as a nonvoting, unpaid, ex-officio member to the Board of the MSA. The vice-chair will begin service on the MSA Board at the first board meeting of the next school year.
- B. The vice-chair must have had previous service as a site council member prior to appointment.
- C. The Site Council secretary must inform the MSA Board secretary of the new MSAD Site Council representative after a new vice-chair is selected in May of each year.

## **ARTICLE VI: DECISION MAKING**

### **Section 1: Parameters**

- A. The final authority over the MSAD Site Council is the Board of the Minnesota State Academies.
- B. The Site Council is available to the school administration and the Board of the Minnesota State Academies as a tool for the collection of information, recommendation regarding policy, and other projects as needed.
- C. Goals of the site council will be presented to the school administration and the MSA Board for review whenever possible.
- D. The Site Council is not a policy making body; however, discussions may occur and recommendations may come to the Board of the Minnesota State Academies for consideration. The Site Council must work with the superintendent before bringing recommendations to the Board.

- E. The Board of the Minnesota State Academies is ultimately responsible for setting the work plan of the Site Council. The Site Council supports a unified approach in the work of the two academies and realizes that opposing agendas are counterproductive.

### **Section 2: Quorum**

A quorum will consist of a minimum of **51%** of the voting members. Educational Resource and Administration representatives are non-voting ex-officio members of Site Council and do not count towards meeting quorum. Decisions during meetings cannot be made until a quorum is present.

### **Section 3: Voting**

The MSAD Site Council shall primarily use the process of voting. A decision can be reached by affirmation of a majority of the members present but attempting to reach a general consensus is encouraged.

## **ARTICLE VII: ORGANIZATIONAL DUTIES AND RESPONSIBILITIES**

### **Section 1: Duties**

The duties of the MSAD Site Council shall be to develop and promote current and long term goals and activities of the Academy and its students. The Council shall seek input from all stakeholder groups and may give advice on any issue.

### **Section 2: Public Relations**

The MSAD Site Council shall develop public relations plans and activities to promote the students, their activities, the Academy and its programs and services.

### **Section 3: Legal Considerations**

The MSAD Site Council shall follow all applicable Federal, State, and local laws and regulations, with emphasis on adhering to Minnesota's Open Meeting Law.

### **Section 4: MSAD/MSAB Activities**

The MSAD Site Council shall, as appropriate, be involved with and support joint MSAD/MSAB projects.

## **ARTICLE VIII: COMMITTEES**

### **Section 1: Ad Hoc Committees**

The Chair may appoint ad-hoc committees as needed to study relevant issues, implement special projects, and make recommendations to the full Site Council. Said Ad Hoc Committees shall be dissolved upon completion of the assigned task. (i.e. Bylaws committee; Activities/Special Projects Committees, etc.)

## **Section 2: Standing Committees**

A new standing committee may be made with the consensus of the member representatives of the MSAD Site Council. Current standing committees are: School Accountability Committee (Joint Committee with MSAB Site Council – see Policy #616); and Public Relations Committee.

## **ARTICLE IX: MEETINGS**

### **Section 1: Regular Meetings**

The MSAD Site Council shall meet monthly during the school year. Meeting dates will be established by the MSA Board during their annual organizational meeting. Dates and times of the regular meetings shall be posted by the MSAD Site Council secretary in a public place as well as on the MSAD website, utilizing MSA Board approved procedures.

### **Section 2: Special Meetings**

Notice of special meetings of the MSAD Site Council shall be given not less than 72 hours before the date of the special meeting.

## **ARTICLE X: AMENDMENTS**

### **Section 1: Amendment Procedure**

Amendment(s) to these bylaws must be presented in writing to site council members prior to discussion and decisions during a meeting. Stakeholder representatives must have the opportunity to share amendment(s) with their groups. The proposed amendment(s) must be adopted by a supermajority vote (2/3) of the site council members before being submitted to the MSA Board for final approval. The amended bylaws must be published after MSA Board approval.

## **ARTICLE XI: REVIEW**

### **Section 1: Bylaws**

The MSAD Site Council Bylaws will be reviewed every 3 years and updated bylaws must be adopted by a supermajority vote (2/3) of the site council before being submitted to the MSA Board for final approval. The updated bylaws must be published after MSA Board approval. The next update is due in 2023.