BYLAWS OF SCHOOL GOVERNANCE COUNCIL

I. PURPOSE:

The Council shall work to support the educational efforts of the school to improve student achievement. The School Governance Council serves in an advisory capacity to assist the school administration.

II MEMBERSHIPS:

Section 1. The Council can consist of 14 voting members and up to 3 non-voting members.

A. **Seven parents or guardians of students (current students for the duration of the term)**
B. **Five teachers**
C. **Two community members**
D. **One principal or vice-principal and/or his/her designee as non-voting member**

Section 2.

A. Voting members shall serve for a term of two years.
B. The term of office shall begin on November 1st of the current school year.
C. Election Procedure:
- During an election year for the council, there will be a call for nominations by the administration by October 1st.
- A vote shall be taken by the parents/guardians of the student body and by the faculty by October 15th.
- Nominees who collected the most votes will be elected to the council.
- Community leaders will be elected to the School Governance Council by the sitting members of the council, and are chosen to represent the community at large.
    i. Community leaders are voting members of the council, and therefore shall serve a term of two years.

D. Resignation: Any Council member may withdraw from the Council by delivering to the Principal or the Facilitator or Secretary of the Council a written resignation, or by giving verbal resignation during a regular meeting of the Council. Such verbal or written notice of the resignation shall be recorded in the official meeting minutes.
E. Removal: Any member of the Council who is no longer active, excluding the Principal, may be removed by an affirmative vote of a majority of the Council's voting members at a regular or called meeting of the Council. A

member of the Council shall be deemed to be inactive if the member has missed three (3) meetings of the Council. The Council shall determine the effective date of the removal. Furthermore, any member of the Council who has violated the Council's "Code of Conduct" may be removed from the Council. Such removal shall be by an affirmative vote of membership of the Council at any regular or called meeting of the Council.

F. Compensation: Council members shall not receive any remuneration to serve on the Council or its committees.

H. Vacancy: The office of Council member shall be automatically vacated:

- If a member resigns,
- If a member is removed by action of the Council pursuant to Article II, Section 2 F of these Bylaws, or
- If a member no longer meets the qualifications for membership specified by these bylaws.

Any vacancy on the Council will be filled for the remainder of the unexpired term by the person who was next in line to receive the most votes based on the most recent election results. This person will serve until the next scheduled election. In the event there are no eligible candidates, the Principal will appoint a person to serve until the next scheduled election.

III ELECTION PROCESS FOR OFFICERS:

A. Officers shall be elected by the School Governance Council at the first meeting of the school year.

IV OFFICERS/RESPONSIBILITIES:

A. **The officers shall be as follows:** The officers of the school site Council shall be a Facilitator, Secretary, and Recorder.

The **Facilitator** shall:

- Prepare an agenda in conjunction with the Principal for each meeting and publically post the agenda at the school site (and on the school's website) 72 hours in advance of each meeting of the School Governance Council..
- Preside at all meetings of the Council. In the event the Facilitator cannot attend a meeting, he/she will appoint a back-up person with the Principal to serve in that capacity.
- Serve as chief spokesperson who shall be responsible for speaking on behalf of the Council. It is expected that the chief spokesperson will report on the progress of the Council to the Superintendent of Schools, the Board of Education, and/or the public as appropriate.
- Sign all letters, reports and other communications of the Council.
- Have other such duties as are prescribed by the Council.

The **Secretary** shall:

- Act as clerk of the Council.
- Provide all notices in accordance with these bylaws. (give or cause to be given notice of all meetings of the Council.)
- Be custodian of the records of the Council.
- Keep a register of the names, addresses and telephone numbers of each member of the Council and others with whom the Council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the Council.

The **Recorder** shall:

- Be a rotating responsibility among the Council membership
- Record meeting minutes including attendance
- Submit drafts of minutes to Principal for distribution

V. DUTIES OF COUNCIL MEMBERS –

The members of the council are accountable to their constituents and shall:

- Maintain a school-wide perspective.
- Regularly attend and participate in council meetings.
- Act as a link between the council and community.