

# MADISON SOUTHERN HIGH SCHOOL SCHOOL BASED DECISION MAKING COUNCIL

## BYLAWS

**Mission Statement:** Our mission is to be the most effective place for students to acquire the skills needed for success.

**Vision Statement:** We believe that high expectations inspire excellence.

### ARTICLE I. MEMBERSHIP

(1) For the purpose of this section:

(a) "Minority" means 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;

(b) "School" means an elementary or secondary educational institution that is under the administrative control of a principal or head teacher and is not a program or part of another school. The term "school" does not include district operated schools that are:

1. Exclusively vocational-technical, special education, or preschool programs;
2. Instructional programs operated in institutions or schools outside of the district; or
3. Alternative schools designed to provide services to at-risk populations with unique needs;

(c) "Teacher" means any person for whom certification is required as a basis of employment in the public schools of the state with the exception of principals, assistant principals, and head teachers; and

(d) "Parent" means:

1. A parent, stepparent, or foster parent of a student; or
2. A person who has legal custody of a student pursuant to a court order and with whom the student resides.

Section 1. The membership of the Council shall be two parents, three teachers, and the principal (*And minority members as mandated by KRS 160.345*). The teachers and parent members shall be elected in compliance with KRS 160.345. They shall be elected for one-year terms and may be re-elected for subsequent one-year terms. Elections will take place in Spring on a date set by the principal. The term of office shall be from July 1st through June 30th.

Section 2. A Teacher council member shall be any person allocated to Madison Southern High School in a position for which certification is required as a basis of employment in the school with the exception of the principal and assistant principals.

- a. A teacher may nominate themselves or another teacher to the Council. Nominations shall be made in writing to the teacher election facilitators no later than five (5) days before the election. The facilitator(s) shall prepare a ballot containing the names of all teachers nominated. Nominations shall also be taken from the floor the day of the election.
- b. Current elected council members shall serve as the “teacher election facilitators” provided they were not candidates for re-election. If all 3 are candidates, the teacher council members shall designate a teacher election facilitator.
- c. The current teacher council members shall by April 1, designate the teacher election facilitator. By April 15, the teacher election facilitator will inform all certified staff of upcoming teacher elections and begin accepting nominations. By May 1, the teacher election facilitator will inform all certified staff the date, time and location of the election. By May 30 and no later than 24 hours after the election, the election facilitator will provide the principal with the verified election results.
- d. The teacher election facilitator shall select 3 other non-candidates to help in counting the ballots. Balloting will continue until three (3) teachers are elected by a majority as defined by statute (51% of certified faculty on staff excluding Principal and Assistant Principals).
- e. Teachers shall vote for up to the number of vacant teacher council positions on each ballot. (i.e. Up to 3 names on the first ballot). The top vote getters for the available positions shall be considered elected provided that the candidate(s) receive a majority vote as defined by statute. Any candidate, once receiving a majority vote as defined by statute, shall be considered elected and their name will be removed on each subsequent ballot. If after the first ballot 3 teachers do not receive a majority as defined by statute, the lowest vote getter shall be removed on each subsequent ballot until 3 members receive a majority of the vote as defined by statute.
- f. Absentee ballots may be presented, sealed, then opened and counted when the other ballots are counted. The absentee ballot will only be counted on the first round of voting.
- g. The teacher election facilitator will present the election results and ballots to the principal within 24 hours of the council election with a signed affidavit by all teachers who counted the ballots verifying the election results.

Section 3. A Parent council member shall be a parent or legal guardian of a student enrolled in Madison Southern at the time of the election to the council, and whose child will be enrolled during the term of office of the parent member.

- a. A parent council member shall not be an employee or a relative of an employee of the school in which that parent serves, nor shall the parent

representative be an employee or a relative of an employee in the district administrative offices. A parent representative shall not be a local board member or a board member's spouse. None of the members shall have a conflict of interest pursuant to KRS Chapter 45A, except the salary paid to district employees; (Relative shall mean father, mother, brother, sister, husband wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law.

b. All parents of students enrolled at the time of the election are eligible to vote in the parent election.

c. The parent-teacher organization shall conduct election.

*\*If Madison Southern does not have a parent-teacher organization the principal shall set the date and time to **organize a group for this purpose.** The principal shall provide notice of this meeting to parents.*

Section 4. The principal shall be the Chairperson of the Council and shall preside at all meetings of the Council. The chairperson shall have the same membership privileges as other members, including the right to make motions, second motions and vote on all matters considered by the Council.

**Section 5. The council shall annually elect a council member to serve as Vice-Chairperson. The Vice-Chairperson shall preside at all meetings of the Council during a time when there is a vacancy in the position of school principal. The Vice-Chairperson shall have the same membership privileges as other members, including the right to make motions, second motions and vote on all matters considered by the Council.**

Section 6. Council vacancies ~~due to~~ **of** an unexpired term shall be filled within 20 days at a special called election and shall follow the guidelines set forth in these by-laws. A vacancy is created when a teacher is no longer assigned to the school, a parent no longer has a child enrolled in the school, a member of the Council has missed three (3) consecutive meetings of the Council without other Council member's approval, or when a member resigns.

## ARTICLE II. QUORUM

Section 1. A quorum of at least four members must be present for official business to be conducted. The principal must be a part of that quorum. In the event of a vacancy in the office of principal the vice-chair must be present to establish quorum.

### ARTICLE III. MEETINGS

Section 1. The Council will annually establish a time and place for the regular monthly meetings. In the event of a change there must be at least a 24 hour notice of the new meeting time.

Section 2. Special meetings of the Council may be called by the Chairperson or by a majority of the Council in accordance with the provisions of KRS 61.825.

Section 3. All meetings of the Council shall be conducted in compliance with the Kentucky Open Meetings Laws (KRS 61.470-61.840). The Council may choose to go into closed session to discuss certain sensitive issues permitted under KRS 61.810. However, all official actions of the Council shall be taken in open meetings.

### ARTICLE IV. AGENDA

Section 1. Any interested party may place an item on the agenda. Items to be placed on the agenda must be presented in writing to the Chairperson 7 days prior to the regular meeting. The request must state the topic or issue to be addressed, the name(s) of the person(s) who wish to present the item, and the person(s) or group(s) they represent.

Section 2. The Chairperson shall compile the agenda and circulate it to all Council members prior to the regular meeting of the Council. The agenda must also be made available to all teachers and interested parents of the school. In special called meetings, an agenda shall be prepared and distributed as early as possible.

### ARTICLE V. ADDRESSING THE COUNCIL

Section 1. Persons who are not on the agenda who wish to address the Council **shall make their request in writing prior to the start of the meeting and shall declare: 1)** the topic or issue to be addressed, **2)** the name of the person wishing to address the Council, **3)** the person(s) or group(s) they represent. **The chairperson may refuse, limit, or restrict an individual/group's right to speak at a regular meeting if the topic or issue is not germane to the purview of the council.**

Section 2. Persons who are not residents of the school attendance area are requested to obtain prior permission to address the Council and their topic of concern must be on the agenda. Students of the school or other school age children must have prior permission to address the Council This shall not prevent parents or guardians from addressing the council on their behalf through the regular procedures established in these bylaws.

Section J. The Council may invite persons present in the audience to speak on issues under consideration.

## ARTICLE VI. OFFICIAL ACTIONS

Section 1. When issues requiring Council action are presented, it shall be the responsibility of the Chairperson to facilitate discussion to ensure that those having legitimate interests in the matter are able to present their views. To encourage compromise and consensus, non-binding straw votes can be called by the Chairperson at any time prior to the actual making and seconding of motions. If after proper discussion and revisions it appears that formal action needs to be taken, it shall be done in the following manner. A Council member must make a motion stating the action to be taken; a second Council member must second the motion; time must be allowed for discussion of the motion; if amendments are proposed, they must be addressed; then, the Chairperson shall poll each member of the Council to determine if there is a consensus.

Section 2. Consensus: The Council will operate primarily by consensus decision making.

- a. When the chair calls for consensus, but consensus is not reached, the council may postpone further consideration until the next meeting or continue to discuss the issue.
- b. After testing for consensus on a proposal three times in one meeting, the chair may direct that the proposal be taken up again at the next meeting. If the issue is filling a vacancy other than principal, the chair may instead ask each member to make a final comment on the issue then declare that consultation has been completed.
- c. If the council takes up an issue at a second meeting and is still unable to reach consensus, the matter shall be decided by majority vote.

## ARTICLE VII. **RECORDS**

Section 1. Formal minutes shall be maintained of all Council actions. The Chairperson may appoint a secretary or clerk to record actions as they occur; however, the Chairperson shall be responsible for drafting the minutes in their official form and maintaining them in a formal ledger.

Section 2. The Council speaks officially only through its minutes--that is, to be official, actions taken by the Council must be recorded in the **approved** minutes **of the council.**

Section 3. Minutes can only be amended to correct errors or clarify meaning. Actions or votes correctly recorded cannot be changed by amending the minutes.

**Section 4. If a discrepancy or objection occurs in the accuracy of the minutes of a meeting and the council can not reach consensus on the inaccuracy of the minutes the member(s) shall submit in writing the part(s) of the minutes they consider to be inaccurate and the documentation shall become part of the minutes.**

Section 5. Approved minutes of the meeting will be available to interested parties at the end of the meeting.

**Section 6. Requests for official records beyond the minutes of the previous meeting must be made in writing to the chairperson of the council. The requestor shall be responsible for the expense of copies and fees for clerical research. The fees shall not be in excess of the actual cost to provide the documents.**

#### ARTICLE VIII. COMMITTEES

Section 1. The Council shall establish standing committees and develop their membership selection procedures, and at the beginning of each school year, shall approve the membership of each for the year. Each committee shall elect by majority vote a chairperson who will serve one year.

a. Faculty representation and number of faculty representatives on standing committees will be established by the faculty of Madison Southern. Parent representation and number of parents will be established by the parent organization. Each committee must have at least one parent representative but the maximum cannot be greater in number than the ratio established by KERA. Recommendations for additional members such as students, classified employees, business leaders, etc. may be made by any established committee.

b. All standing committees will be confirmed by May 1st. The term of office for all standing committees will be July 1st through June 30th.

c. Council may call for committee reports at regular and/or special meetings.

Section 2. The Council may also establish ad hoc committees for special tasks. Ad hoc committees shall be terminated by the Council when the assigned task is completed and may be terminated at any time the Council determines that there is no further need of them.

Section 3. Teachers are encouraged to be a member of at least one of these

committees each year. Committees may consist of an concerned, i.e., parent, teacher, community and/or business people, and students or members of the Student Council. Each committee shall elect by majority vote a chairperson.

Section 4. Committees will make decisions using the process outlined in the section, "Taking Official Action". The Council will only place on the agenda and consider those recommendations resulting from a consensus vote of a committee.

#### ARTICLE IX. AMENDMENT PROCEDURES

Section 1. These by-laws may be amended by majority vote of the Council at any legal meeting of the Council.

#### ARTICLE X. ACTIONS BINDING

Section 1. The by-laws and all official actions of Council are binding on the Council and cannot be temporarily set aside or exceptions allowed.