

MADISON CAMELVIEW ELEMENTARY

SITE BASED DECISION MAKING TEAM

BYLAWS

Name

Madison Camelview Site Council

Purpose

The purpose of the Madison Camelview Site Council is to ensure that individuals are provided the opportunity to share in the decision making process. The Site Council supports the school's philosophy, vision, goals, student achievement and school climate.

Membership

- The group will consist of 10 members:
 - Principal
 - Assistant Principal
 - 2 teachers, serving 2 year terms
 - 2 parents, 2 elected on 2 year terms
 - 1 classified staff representative
 - 1 community member
- The term of office for each representative will be two years, unless otherwise stated.
- Site Council members will conduct themselves responsibly with integrity, honesty and with respect for others and their opinions.
- Members shall work collaboratively in the process.
- Any member may resign at any time by giving written notice to the Site Council. Unless otherwise specified in such written notice, the resignation shall take place upon receipt of the notice by the Site Council.
- Vacancies will be filled in the same manner that new members are chosen when the terms expire.
- Vacancies will be filled for the remainder of the expiring term.

Site Council Year

- The year shall begin July 1st and end June 30th.

Officers and their Election

- The chairperson will be the Principal, who will be a non-voting member.
- Each year, the Site Council will appoint a secretary. This term will be for one year.
- A minimum of 2 representatives from the current Site Council will constitute the Election Committee and chair the election process (if needed).

Election Committee

When an election is needed, the election committee will chair the election process. The process will be as follows:

1. Establish a time-line
2. Provide notification to the community of openings
3. Gather nominees
4. Announce candidates
5. Election: Staff votes for staff (teacher and/or classified), parents vote for parents.
6. A ballot will be used for the voting for parents, classified and teachers (After they have signed to receive their ballot, parents are issued one ballot per family).
7. Ballots are counted/tallied by the election committee.

Duties of Officers and Members

- The chairperson shall prepare the agenda and preside at all meetings.
- The Assistant Principal will serve as chairperson in the Principal's absence.
- The group may assign other duties and responsibilities as necessary.
- The secretary shall record and publish the minutes of all meetings.
- A member will lose their place on site council if he/she misses three meetings.

Rules

- The group may adopt certain rules as needed to supplement the bylaws, provided they are in accordance with Madison School District, federal, state and local laws.
- A procedure and policy manual shall be maintained and updated as needed.
- All meetings of the Madison Camelview Site Council are open for observation.

General Procedures

- Agenda items should be provided to the Principal in advance of meeting date.
- Agendas will be published in advance of the meeting.
- Notice of meetings, additional meetings and change in meetings will be posted in the weekly Newsletter, the calendar, and on the website.

Committees:

- The Madison Camelview Site Council may create standing committees/ action teams, as it may deem necessary to promote and carry on the work of the team and its decisions.
- The chairperson of the committee will file minutes with the Site Council secretary.

Meetings

- There shall be a minimum of one meeting per month during the school year.
- The Principal determines dates and times.
- The Principal or a majority of the members may call special meetings.

Decision Making

- The group will be responsible for making recommendations to the administration.

- The Majority Rule will be used.
- Voting through Email will be allowed when deemed necessary by the Chairperson.
- Six members will constitute a quorum.

Site Based Group Responsibilities

- Comply with district site based shared decision making guidelines.
- Review school's annual goals.
- The Site Improvement Plan is to be shared with faculty and the Madison Camelview Site Council at the beginning of each school year.
- Provide recommendations regarding the Madison Camelview school philosophy and policies.
- Approve non-designated tax credit money.

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