Master Plan Committee Bylaws

Article I. Authority

The Master Plan Committee (MPC) is an advisory body commissioned by the Board of Education to evaluate growth trends within the district and to make recommendations to the Board on the utilization of existing facilities and on other ways to address the needs associated with enrollment and other required services to students. The Committee is also charged with ongoing modification of the Master Plan as appropriate.

Article II. Membership

A. Voting

The Master Plan Committee shall consist of at least ten community members that provide a balanced representation of all areas of the district. In addition, the committee will strive to have one voting member representing the developer/real estate community, one district teacher, one elementary principal, one middle school principal/assistant principal, one high school principal/assistant principal, and one central administrator. High school students that have been nominated/recommended by their principal will serve as full members. The committee may have as many as forty (40) total members during an academic year.

B. Ex-Officio

In addition to the voting members, there shall be four ex-officio (non-voting) members. These members shall consist of the Superintendent or his designee, two District Operations representatives who also serve as facilitators, and a classified staff representative who will also serve as the Secretary.

C. Resource

In addition to the voting members and the ex-officio members, there are numerous resource members. The resource members do not regularly attend meetings but are available as needed. Resource members include district administrative support staff and representatives from the planning staffs of all jurisdictions serviced by the District.

Article III. Terms of Service

A. General

The term of service shall be three (3) years beginning on September 1st and continuing through June 30th. If the MPC has reached the forty (40) person cap, current members who have served more than two consecutive terms may be replaced by new members. The voting representation criteria detailed in Article II, paragraph A will guide these decisions to ensure there is appropriate representation on the committee. Length of tenure after the two terms will also be taken into consideration. If the committee has fewer than forty (40) members, members may stay on the committee for more than two consecutive terms as long as the balanced representation is maintained.

B. Time of Appointment

New members of the MPC shall be approved by the Master Plan Committee at a regularly scheduled meeting to complete terms and fill vacancies caused by resignation, removal, death, or incapacity. Interested candidates shall apply for consideration after appropriate notice of vacancy has been given through the local media and school publications.

C. Reappointments

Members may be reappointed at the discretion of the Master Plan Committee in accordance with the provisions of paragraphs A & B above.

D. Attendance Obligations

The voting members of the MPC are expected to attend all regular and special meetings of the Committee. Should a member be chronically absent, that member may be removed from the MPC, and a replacement shall be appointed for the balance of the term. Two (2) consecutive or any three (3) absences per academic year will be considered chronic absenteeism. The MPC shall review any special circumstances involving absenteeism and has the prerogative of making exceptions to the dismissal procedure.

Article IV. Officers

A. Positions

At the first meeting of the academic year, the MPC shall elect from its voting membership a Vice-Chairperson. The preceding year's Vice-Chairperson will serve as the Chairperson for that year. Other positions may be created by the Committee as needed. A simple majority vote is required to elect officers. All full members (excluding District employees) are eligible to hold office, however, only one office may be held by a student member at any time.

B. Responsibilities

The Chairperson and Vice-chairperson will be elected for a term of one (1) year. The term will commence on the first day of the month following the election.

1. The Chairperson will preside at all committee meetings, approve all agendas, and represent the committee at local Board of Education meetings, as required. The Chairperson must be a member of the MPC.
2. The Vice-Chairperson shall preside at all committee meetings, approve all agendas, and represent the committee at local Board of Education meetings in the Chairperson's absence, and serve as the Chairperson-elect. The Vice-Chairperson must be a member of the MPC.

Article V. Meetings

A. Regular Meetings

The MPC shall hold meetings on a bi-monthly basis or at a regular cadence depending on the annual work plan requirements at a time and location to be determined by the chair and District staff. Based on their annual work plan, the MPC will use these meetings to investigate, analyze, and develop recommendations for the Board of Education related to long term land and facility acquisition and utilization. The MPC will hold no fewer than four (4) regular meetings during an academic year.

B. Special Meetings

Special meetings may be called at the request of the MPC Chairperson, the Board of Education, or the Superintendent of schools or their designee. At these meetings, the MPC will focus on issues, specifically requested, that may not be part of their annual work plan.

Article VI. Voting

A. Quorum

A quorum shall be the presence of a simple majority of the current voting membership.

B. Majority Vote

The Committee will strive for consensus on all issues. When this is not possible, a simple majority vote of a committee quorum is required for a recommendation to the Board of Education. Minority opinions may be communicated to the Board of Education.

C. Tie Vote

In the case of a tie vote, the motion being voted upon shall be deemed to have failed.

Article VII. Subcommittees

The Committee may appoint a subcommittee of its own members. Subcommittees may be formed for a variety of purposes as identified by the Committee including but not limited to: research, refinement, travel, or other activities to be undertaken and reported back to the Committee. When a subcommittee has completed the business assigned, a motion is made for its report. The subcommittee ceases to exist as soon as the Committee receives the report if it is not a standing subcommittee.

Article VIII. Amendments

The Bylaws may be amended at any time by a simple majority vote of the voting membership.

Article IX. Parliamentary Authority

Robert's Rules in Plain English will govern any provisions not covered by the Bylaws of the Committee.

Adopted: December 7, 1995
Amended: April 19, 1999
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