

Bylaws of Ronald E. McNair Site Based Leadership Team

Article I – Name

The name of the Ronald E. McNair Elementary Site Based Leadership Team shall be MLT (McNair Leadership Team).

Article II – Purpose

The purpose of MLT is to make decisions related to school finances (budget) and curriculum at McNair Elementary. MLT will deal with issues directly and indirectly related to instruction, student performance, school climate, and improvement. These decisions are binding on McNair providing the decisions are within the authority of the school and with the understanding that the principal may make a different decision than the team. In these cases, the principal will provide a written explanation to the team.

Mission Statement:

We believe that we are here to focus on the good of the students of McNair first, the staff, and the whole learning community. We will begin and end on time. We respect and trust each other. We hold that all ideas and opinions to be valid. We value each person to the degree that everyone gets a chance to speak and listen. We affirm that “no input” signals agreement. We will represent fairly the opinions of our constituency.

Article III – Membership

Section 1 – Membership of MLT shall consist of:

- One teacher representative for each grade level K – 5
- One representative for classified staff (teaching assistants, custodians, café, and clerical)
- One representative for all instructional support personnel (Media, Art, Music, PE, Guidance and Itinerants)
- One representative from EC, Speech or AG Staff.
- Curriculum Facilitator
- Administrator
- Three parents

Section 2 – Elections and terms of service for members:

- All members will be elected by secret ballot and serve for two years. Additional members may be recommended, voted, and approved by MLT, but no additional members may be appointed.
 - a. Election of parent representatives: Parent representatives shall be elected of the parents of children enrolled at McNair in an election conducted of the PTA. Parent representatives shall reflect the

racial and socioeconomic composition of McNair and shall not be members of the building staff.

- b. Election of McNair staff representatives: Grade level representatives for teachers, representatives for Instructional support personnel, classifies staff, EC, Speech, and AL shall be nominated by their representative groups and voted on by the whole staff by secret ballot. The following timetable will be used to hold the election:
 - ✓ Nominations will be submitted by the 21st student day.
 - ✓ Whole ballot election will be held by the 25th student day.
 - ✓ The ballots will be counted by the school Secretary/Treasurer and a witness by the 27th day.
 - ✓ The ballots shall be stored in the MLT Notebook for 2 years.
- c. If a parent representative does not attend three (3) consecutive meetings, the individual must resign from the leadership team. A new representative will be elected from the General Membership of PTA following the guidelines set forth above in section 2.a. (Election of parent representative)

Section 3 – Voting Rights

MLT will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support MLT decisions. The representatives vote as directed by the majority of members of their constituency.

Article IV – Roles

In order for MLT to operate efficiently and productively, the following roles have been established and must be assigned at every meeting. It shall be the decision of the members at the first meeting of the year to assign roles and representatives for the entire year or to rotate the roles at each meeting.

- Chairperson (may not be the administrator)
- Secretary
- Time Keeper
- Communicator

ROLE DESCRIPTIONS

Chairperson:

- Meets with administrator and prepare agenda for the meetings (developed using input from members, administration, and faculty/staff)
- Starts and ends meetings promptly
- Makes sure roles are assigned for the day's meeting.
- Welcomes members and introduces any guests.
- Reminds members of Mission Statement.

- Ensures that minutes are being kept.
- Opens discussion on current agenda items.
- Encourages decision making through consensus.
- Summarizes each meeting, reviewing key actions and decisions; check that all members have the same clear understanding of all decisions.
- Reviews the time, date, and location of the next meeting and any items that will require action prior to the next meeting.
- Periodically assesses the effectiveness of meetings using verbal or written feedback from members.

Secretary:

State law requires that full and accurate minutes be kept of all official meetings of MLT. The minutes shall reflect all actions taken, whether by vote or consensus, and all subjects that were discussed. The Secretary shall be responsible for an accurate set of minutes that shall include:

- The date, time, and place of the meeting as per the meeting notice and the time the meeting was called to order.
- A statement of the approval of the minutes from the previous meeting.
- A list of all individuals and groups who addressed MLT.
- A list of all decisions reached by consensus and motions either approved or defeated by vote; this shall include the exact wording of any motions.
- Items that were placed on the agenda for the next meeting.
- The time the meeting was adjourned.
- The minutes shall be worded in a professional manner and will be concise and specific.
- Clarification should be requested, if needed, before recording.
- Minutes shall be distributed electronically by the first Thursday following meetings.
- Paper copies shall be present at the next meeting for approval.

Time Keeper:

- Facilitate the prompt beginning of the meeting. Contact late arriving members, re-announce the meeting if necessary.
- Keep members on task. If conversation strays from the topic, or if points are being repeated continuously, remind members of the topic at hand.
- If the meeting is continuing past the adjournment time, ask for consensus of whether to table remaining items for the next meeting or to continue meeting.

Communicator:

- E-mail the committee members with reminders of the tasks that they need to have completed before the next meeting.
- Email once by Thursday afternoon following the meeting.

- E-mail again by Thursday of the week before the next meeting. This can be a copy of the first e-mail.

MLT Representatives:

- Serve a two-year term.
- Attend all meetings and arrive on time.
- If assigned a role, abide by the responsibilities and time-lines assigned to that roll.
- Submit constituency concerns to be placed on the meeting agenda to the chairperson one week prior to meeting date.
- Represent entire constituency and ensure that all members of constituency have had an opportunity to vote or give feedback for all issues when necessary.
- Vote as majority of constituency requests.
- Meet with or e-mail constituency of all decisions made and actions taken by MLT within one week following meeting.

Article V – Meetings

Section 1 – Meeting Day and Time:

- MLT shall meet on the second Tuesday of every month unless a holiday or workday is scheduled for that Tuesday. During those months, MLT will meet on the second Wednesday.
- Meetings will take place in the McNair Media Center from 3:00 – 4:00. A vote must be taken to extend the meeting for an additional 15 minutes. If business of the team is not completed after the first extension, a second vote must be taken to extend the meeting for another 15 minutes. At the end of this time, any unfinished business will be carried over to the next meeting.

Section 2 – NC Open Meeting Law.

- MLT Meetings fall under the Open Meetings Law of North Carolina. The law dictates the following and MLT shall abide by the law:
- MLT shall file a notice of the day, time, and place of all regular meetings.
- If a regular meeting time is changed, MLT shall file a notice for new meeting at least seven days prior to the new meeting.
- MLT shall abide by the following requirements for Special Meetings – specially called meetings that are held on different days and at different times during the year than regular meetings requires one of the following two methods of notification: Post a notice or e-mail/deliver a notice to every person of MLT and those requesting the special meeting. In both cases, notice must be given 48 hours prior to the special meeting and notice must contain day, time, and location of meeting. A notice may be posted on a centrally located bulletin board or on the door of the meeting place. If

notices are mailed to interested persons, the intent is to provide at least 48 hours notice.

Section 3 – Quorum

Two thirds of members present shall constitute a quorum for the transaction of any business. If at any meeting of MLT less than a quorum is present, a majority of those present may adjourn the meeting, without further notice, until a quorum is obtained.

Section 4 – Majority

A majority shall be defined as 50% plus one for any vote/motion to pass except for any motion involving a bylaw or an issue listed as Special Order on the Agenda.

Section 5 – Meeting Agendas

MLT shall use the following agenda format for all meetings:

- I. Welcome**
(All members and special guests. Read group norms.)
- II. Reading and approval of minutes**
(Motion to approve is not necessary. The minutes are either approved as read, or as corrected, but without a vote.)
- III. Reports**
(Budget, Standing Committees, any correspondence)
- IV. Reports of Special Committees**
(Each report may conclude with a motion that MLT must address.)
- V. Special Orders**
(Any motion which was adopted as a Special Order which guarantees that the motion will be dealt with before the meeting is adjourned.)
- VI. Unfinished Business and General Orders**
(Any issue which was not concluded, was postponed, or was tabled during the prior meeting. The Secretary's minutes should inform the facilitator which items to add to this section.)
- VII. New Business**
(Announcements, speakers, Representative concerns)
- VIII. Adjournment**
(Facilitator summarizes meeting, reviewing key actions and decisions. Checks that all members have the same clear understanding of all decisions. Reviews the time, date, and location of the next meeting and any items that will be followed up or newly discussed at the next meeting. Calls for a motion for the meeting to be adjourned.)

Article VI – Committees

Section 1 -- MLT Committees

Members of MLT shall have the authority to establish committees as needed to meet the purpose of MLT as stated in Article II. Committee members and chairs are to be agreed upon by consensus. Committee meetings are subject to the open meeting

laws. A majority of any committee may fix its place and time of meetings. All committees shall report back to MLT as requested.

Section 2 – Standing MLT Committees

- School Improvement Team (SIT)
Develops a school improvement plan to strengthen student performance. SIT members can be from the Leadership Team and other McNair staff members as selected or appointed.
- Bylaws Committee
Meets as needed and/or requested by the leadership team to review and draft updates or amendments of the bylaws. The committee will present the drafts and updates at a regular leadership meeting. No fewer than two classroom teachers, a specialist, and a parent will make up the committee.

Article VII – Parliamentary Authority

MLT will operate under the latest edition of Robert's Rules of Order Newly Revised.

Article VIII – Amendment of Bylaws

MLT Bylaws may be amended with two thirds of the collected votes, if prior notice has been given during the prior meeting. Otherwise, it shall require a majority (50% plus one) of McNair Elementary Faculty and Staff to amend the Bylaw.