Glenn Hills Middle School's School Council Bylaws
2026-2027

Article I
Glenn Hills Middle School Council

A school council has been established at **Glenn Hills Middle School** and organized under the authority of State law. (O.C.G.A. 20-2-85-20-2-86). Hereinafter the **Glenn Hills Middle School** Council shall be referred to as the School Council or the Council.

Article II
Purpose

School councils are intended to bring the schools, parents and community together to:

- Improve communication and the understanding of issues;
- Address difficult educational problems;
- Improve academic achievement;
- Provide support for teachers and administrators.

Local school councils are established to help the County Board of Education and the Administration create a better understanding and mutual respect for school and community concerns and promote ideas for school improvement.

Specifically, Richmond school councils are created as described in Sections 20-2-85 and 20-2-86 of the Official Code of Georgia Annotated (O.C.G.A.) and for the purposes set forth therein. The Richmond County Board of Education and the Administration manage and control the local schools and the principal is the school leader. School Councils operate as advisory bodies.

Article III
Authority, Accountability and Roles

Section 1. **Advisory authority**.
As an advisory body, the **Glenn Hills Middle School** Council may consider a wide range of issues related to student achievement and school improvement. The Council shall provide advice and recommendations to the school principal, and where appropriate, to the Richmond County Board of Education and the Superintendent on matters that include, but are not limited to:

1. School calendar;
2. School codes for conduct and dress;
3. Curriculum, program goals, and priorities;
4. The responses of the school to audits of the school as conducted by the Governor's Office of Student Achievement.
5. Preparation and distribution to the community of a school profile which shall contain data as identified by the council to describe the academic performance, academic progress, services, awards, interventions, environment, and other such data as the council deems appropriate;
6. In the case of a vacancy in the position of school principal, the recommendation of characteristics of a person that would best fit the needs of the school.
7. School budget priorities, including school capital improvement plans;

8. School-community communication strategies;
9. Methods of reporting to parents and communities other than through the school profile;
10. Extracurricular activities in the school;
11. School-based and community services;
12. Community use of school facilities;
13. Recommendations concerning school board policies;
14. Receiving and reviewing reports from the school principal regarding progress toward the school's student achievement goals, including progress within specific grade levels and subject areas and by school personnel; and
15. The method and specifications for the delivery of early intervention services.

In addition to studying issues and providing advice and recommendations, the **Glenn Hill Middle School** Council may:

a) Appoint committees, study groups or task forces and/or utilize existing or new school advisory groups;
b) Review and sign off on the School Improvement Plan (SIP);
c) Participate in the selection of the school principal as outlined in Board Policy and Regulations;
d) Adopt Bylaws needed to conduct business, with a two-thirds (2/3) majority vote.

Section 2. Accountability.
School Council members are accountable to the constituents they serve; accordingly, members shall:

a) Focus on the improvement of student achievement and performance;
b) Maintain a school-wide perspective on issues;
c) Regularly participate in School Council meetings;
d) Participate in information and training programs;
e) Act as a link between the Council and the community;
f) Encourage the participation of parents and others within the school community.

Section 3. Relationship with the Richmond County Board of Education
a) Information and support

In response to a request from a School Council, the Board of Education and the Administration shall make available information not specifically made confidential by law. This information may include but is not limited to school site budget and expenditure data and site average class sizes, by grade. Such information will be made available as requested or required by State law or State Board of Education rule.

On behalf of the Board, Central Administration will designate a District employee to attend Council meetings when requested by the Council to answer questions, to provide information, or to explain actions taken by the Board.

01. If requested to attend a Council meeting, this employee shall consult with the principal and the council chairperson to establish a mutually-satisfactory meeting date no later than sixty (60) working days from the date of the original request.
02. The principal or council chairperson may submit a request for information to the Board-designated employee. The request will be date/time stamped.
03. The school council coordinator shall provide the principal or the council chairperson the information within twenty (20) working days of the receipt of the request. However, if

the information is not readily available in the format requested, the council coordinator will give the principal or council chairperson a reasonable projected date for providing the information.

b) Response to recommendation(s) and report(s)

The Board and Administration shall respond to each recommendation of the Council in a timely manner, within sixty (60) days after being notified in writing of the recommendation.

01. The Council shall meet the notification requirement by filing its written recommendation(s) in the Office of the Superintendent, who is the Executive Secretary of the Board.
02. The recommendation will be date/time-stamped. The school council coordinator will notify the principal or council chairperson by email within five (5) working days that the council recommendation has been received.
03. The school council coordinator will begin the process by consulting with the Superintendent. Then, the coordinator will assign a council recommendation relating to a District procedure to the appropriate division/department head for study and disposition.
04. The Board of Education shall respond to recommendations of the school council within sixty (60) calendar days after being notified in writing of the recommendation.
05. The division/department head receiving the recommendation is responsible for responding to the principal and the council chair and for informing the Superintendent, appropriate administrators and the school council coordinator, who in turn, will inform Board members of the response or suggested actions.
06. Public notice shall be given to the community of the Board's intent to consider the School Council recommendation or report.
07. Written notice shall be given to the members of the School Council at least seven (7) days prior to the Board meeting, in which the Board intends to consider the Council recommendation or report. Council members shall be afforded an opportunity to present information in support of the Council recommendation or report.

c) Training sessions

The Administration and the Board shall ensure that training is provided periodically, at least annually, and scheduled conveniently, with regard to time and location. The training will support schools in forming councils and will assist council members in performing their duties. The orientation shall address the organization of councils and provide a model organizational plan. The training will explain council purposes and responsibilities, applicable laws, rules, and regulations and meeting procedures, as well as important state and District program requirements.

The District will offer additional training based on council requests; whenever possible, the training offered will reflect the needs and/or interests of a group of schools by Area, grade level or other configuration.

Article IV
Membership

Section 1. **Numbers and Qualifications**.
The **Glenn Hills Middle School** Council shall consist of at least seven (7) members, to include the following at a minimum the principal, two teachers, two parents/guardians and two business people who are also parents/guardians of students in the school. Specific requirements regarding these members are as follows:

a) A number of parents or guardians, at least two of whom shall be business persons, of students enrolled in **The Glenn Hills Middle School** Council excluding parents or guardians who are also employed at that school, and so that such parents/guardians constitute a majority of the council.
An individual employed by the Richmond County School District at a location other than **Glenn Hills Middle School** is eligible to serve as a parent/guardian representative on the Council of the school in which his or her child is enrolled.

Possible additional parent/guardian members

If the Council votes to increase the number of total members beyond the minimum of seven (7), the Council must assure that the number of parent/guardian constitutes a majority of council members.

b) Other businesspersons may be elected by the Council community businesses.
The School Council is solely responsible for identifying additional business representatives and for describing in its local Bylaws its procedures for selecting business representatives.
c) At least two (2) certificated teachers, excluding any personnel employed in administrative positions, who are employed four of the six segments at **Glenn Hills Middle School**. These members must not be employed full or part-time in administrative positions.
A certificated teacher/instructional employee is defined as a regular education or special education classroom teacher, an Instructional Lead Teacher (ILT), a guidance counselor, or a media specialist. Itinerant teachers and social workers who serve more than one school are excluded from service on the **Glenn Hills Middle School** Council.

Further definition of the teacher

A teacher is considered to be employed at that school if he or she is under the direct supervision of the building administrator or subject to evaluation by that person. A teacher who has announced intentions to resign or retire at a future date may be elected to council service while he/she remains actively employed. Upon the effective date of the resignation, the teacher is disqualified from Council service.

Possible additional certificated teacher members

The number of parent or guardian members must constitute a majority of council members.

d) The school principal; and
e) Other members, such as but not limited to, students, other school staff members, and representatives of school-related support organizations. Each Council must specify the number, the type and the qualifications of any other member(s) in its local Bylaws and describe the process for selecting such members.

Section 2. **Tenure**.
School Council members shall serve a term of two (2) years, or for a period to be specified in the Bylaws.

A council shall stagger its members' terms with half of its members being elected each year. Whether elected by constituents or selected by the Council, all Council members may serve more than one term.

Section 3. **Resignation.**
A Council member, other than the principal, may withdraw from service by delivering to the membership a written resignation and by submitting a copy to the Council secretary or the school principal.

Section 4. Removal.
Each Council must set a standard for active participation and membership, and define that standard in the Bylaws. If Council members determine that a member is no longer active, according to those established standard, the other members, through a majority vote, may withdraw that person's membership. The **Glenn Hills Middle School** Council shall decide if the standard for active membership applies to all members, including any members added by the Council.

The School Council shall determine the effective date of the withdrawal of membership. The Council Chairperson and the secretary should ensure that a written notice of
removal is provided to the member.

Section 5. **Compensation.**
Council members shall not receive any remuneration to serve on the Council or its committees. Reimbursement for travel expenses is not permitted.

Section 6. Immunity.
The School Council shall have the same immunity as the Richmond County Board of Education in all matters directly related to the functions of the School Council.

Article V
Election/Selection of Members

Section 1. Electing Bodies.
The electing body of the parent members shall consist of all parents and guardians who are eligible to serve in that capacity on the **Glenn Hills Middle School** School Council.

The electing body for the certificated teachers/instructional staff members shall consist of all certificated teachers/instructional staff members who are eligible to serve in that capacity on the Council.

Section 2. **Scheduling Elections.**
The **Glenn Hills Middle School** School Council will hold general elections for new members during **April.**

On behalf of the Council, the principal will publicize the date(s) for the election and will coordinate the nomination/election process. He/she will give at least two weeks notice to the respective electing

bodies of parents/guardians and certificated teachers/instructional staff members prior to the election date(s).

The principal will use one or more of the following basic communication channels to announce that nominations are being accepted and that elections will be held:

a) Post notices on the school public bulletin board;
b) Make announcements at various meetings involving parents and community members, and staff;
c) Provide message(s) on the school outdoor marquee;
d) Use the school automated phone dial-out system; Tutt Remind101; Flyers
e) Email information and a timeline to parents and families;
f) Insert information items and announcements in staff daily bulletins, and school and organization newsletters, as the publication calendar permits.

The Council may also choose to:

g) Send informational mailings to parents/families;
h) Add information to the school Internet home page.

Section 3. Nomination/Election Procedures

a) The principal shall accept nominations for Council members in advance of the election date(s) if possible and shall verify that those nominated are qualified for Council service. Information about the names/qualifications of nominees will be provided to the members of the electing bodies.
b) The **Glenn Hills Middle School** Council will conduct the nomination and election process in accordance with the number of parent/ guardian and teacher/instructional staff representative positions it has authorized for Council service. In all cases, the number of elected parent/guardian and certificated teacher Council representatives will be equal.
c) Only parents/guardians who are eligible for membership on the School Council may nominate and vote for their parent/guardian representatives on the School Council. Similarly, only certificated teacher/instructional personnel who are eligible for membership on the School Council may nominate and vote for certificated teacher/instructional staff representatives on the Council.
d) Any member of the electing body must be physically present at the school during the publicized election date(s) to cast a vote for Council representatives. No member of an electing body may cast a proxy vote for another member.
e) The election of School Council members shall be determined by plurality.
f) Each qualified member of the electing body has one vote and shall be issued one official ballot form to vote for two (2) or more Council representatives.
g) If two (2) or more Council positions are open, then the nominees receiving the highest vote totals will serve; if two (2) nominees tie and two (2) positions are open, then both may serve.
h) However, if only one (1) position is open and a tie vote results, then the principal must conduct subsequent votes until one (1) nominee receives the highest number of votes. The principal shall appoint individuals who are not members of the electing body to count and record the votes in a public place.

<u>Section 4</u>. Selection of members

a) Business members

The **Glenn Hills Middle School** School Council will choose **2** business members, starting first by considering its formal Partners in Education. Should one or more of the Partners be unable to provide a representative to serve, the Council would approach a neighborhood business or an informal business supporter to participate on the Council. At least two parent or guardian members shall be business persons.

Both the principal and the non-business members of the Council may propose names of potential business representatives for consideration. The principal or the Council chairperson may contact the prospective representative to determine his/her interest and availability.

b) Additional representatives

In deciding whether to increase the size of the Council, members will take into account the:

- School grade levels;
- Total enrollment;
- Number of various support and service organizations in the broader school community;
- Size of the faculty and staff;
- Other factors.

The **Glenn Hills Middle School** Council **will not** increase the size of the Council beyond the standard seven (7).

Section 5. Terms of service

Terms of office of council members shall be staggered with the terms of half its members expiring each year.

Article VI
Vacancy on the School Council

The office of School Council member shall be automatically vacated if a member:

- Resigns through oral or written notice;
- Is removed by Council action as outlined in Article IV, Section 5 of these Bylaws;
- No longer meets the qualifications for membership specified by law.

If an elected representative resigns before the Council has participated in orientation training or has held its first official meeting, then the principal on behalf of the Council may invite the nominee who received the next highest vote total to assume the vacated position. Otherwise, within thirty (30) days of the resignation, removal or disqualification, the principal must call an election within the electing body to fill the remainder of the unexpired term. However, if fewer than ninety (90) remain in the member's term, the vacancy shall remain unfilled until the time of the next regular election.

Article VII
Council Officers and the Principal

Section 1. **Number/Term of Office/Election**
Each School Council shall elect officers--a chairperson, vice-chairperson and secretary—at its first official meeting once new members are seated. These officers shall hold a term of office as specified in the local Council Bylaws. Any member, elected or selected, may hold a Council office.

Section 2. **Vacancies in officer positions**.
A vacancy in any Council office at any time and from any cause may be filled for the unexpired term at any regular Council meeting.

Section 3. Chairperson.
The elected chairperson shall be a parent and shall perform all duties required by law and School Council Bylaws. Chiefly, the chair:

a) Develops the agenda for all meetings, with input from Council members and assisted by the school principal;
b) Presides over Council meetings;
c) Performs other duties as requested by the Council.

Section 4. **Vice Chairperson**.
In the absence or disability of the chairperson, the vice-chairperson shall:

a) Perform the chairperson's duties and exercise the chair's powers
b) Carry out such other duties as shall from time to time be imposed by the School Council, such as serving as Council parliamentarian.

Section 5. **Secretary.**
The secretary shall:

a) Attend all Council meetings;
b) Act as Council clerk, which means being responsible for recording all votes and the minutes of all proceedings in a format to be decided upon by the Council;
c) Ensure that public meetings of the Council are posted in accordance with the Open Meetings Act;
d) Perform other duties as may be prescribed by the Council.

Section 6. **Principal.**
The school principal may be elected as a Council officer other than Chairperson and perform the duties outlined for those offices. The principal shall have the following duties pertaining to school councils:

a) Cause a council to be created by setting the dates and convening the appropriate bodies to elect members;
b) Set the initial agenda, meeting time and location; and notify all School Council members of the same;
c) Communicate all Council requests for information and assistance to the Superintendent or his designee;
d) Inform the School Council of the responses or actions of the Superintendent;
e) Develop the School Improvement Plan (SIP) and school operation plan and submit the plans to the School Council for member review, comments and recommendations;
f) Provide progress reports on achievement goals;
g) Assist the Council chairperson with developing the agenda
h) Perform other duties on behalf of the Council as required by law and Council Bylaws.

Article VIII
Meetings of the School Council

Section 1. **Place of meetings**.
All School Council meetings shall be held at the school, except for one (1) or more official training sessions and possibly one Area-wide or feeder pattern meeting each year. Council meetings will be held in a space that is accessible to the public.

Section 2. **Regular meetings.**
It is recommended that County School District Councils meet at least four (4) times during the calendar year.

The **Glenn Hills Middle School** Council will hold **4** meetings. At its first official session, the Council shall prescribe the time, place, and dates of its regular meetings for the next twelve (12) months. The Council may meet before, during or after normal school hours.

The Council secretary shall ensure that the regular meeting schedule is posted in a conspicuous place at the school that is available to the public. The meeting schedule may be displayed on office or hallway bulletin boards and on the school Internet home page. The secretary shall also ensure that the annual meeting schedule is made available to the general public.

Section 3. Called Meetings.
The School Council shall meet at the call of the Chairperson or at the request of a majority of Council members.

Section 4. **Notice.**
At least seven (7) days before any and all meetings, the Council secretary shall use US Mail, and in addition thereto, may also use email or fax to ensure that each member is notified of the meeting. For any called meetings, the secretary shall be sure that a written notice of the called meeting is posted at the school at least 24 hours before the meeting.

Section 5. Training sessions.
If the District training arrangements are published in sufficient time, each Council shall include the dates, times and locations of such sessions in its meeting schedule. Appropriate notices should be posted for training sessions held off-campus.

Section 6. **Agenda.**
The Council chair shall develop a meeting agenda with due consideration for Council member input and the timeliness and urgency of school matters. If three (3) or more Council members so request, the chairperson shall place the requested item on the meeting agenda.

Agenda topics shall be made available to the public upon request. The Council chairperson shall post agenda topics or a formal agenda at the meeting site as far in advance as is reasonably possible

Section 7. Parliamentary Authority.

The **Glenn Hills Middle School** Council shall consistently follow either *Robert's Rules of Order Newly Revised* or another recognized parliamentary authority in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or State law.

Section 8. **Quorum.**
At any and all Council meetings, a majority of the membership must be present to transact official business. If the Council membership is seven (7), four (4) members constitute a quorum; if the Council has opted to increase its membership; a quorum is defined as a number one-half (1/2) of the total membership plus one (1).

Section 9. Vote Required for Action.
At all Council meetings, a majority vote of the members present, representing a quorum, shall determine the question. Each member:

- Shall exercise one vote;
- Must be present to vote;
- Has no proxy rights to represent another member.

Section 10. **Minutes.**
The secretary shall be responsible for recording the minutes and votes of all Council meetings. All minutes shall:

- Reflect the names of the members present;
- Include a description of each motion or proposal made;
- Indicate a unanimous vote; or,
- State the name of persons voting for, against or abstaining from voting on a proposal if a roll-call vote is taken.

The secretary shall:

- Have a minutes summary available within two (2) business days following the meeting;
- Provide copies of unofficial minutes to each member within twenty (20) days following the meeting;
- Open the minutes for public inspection once approved as official, but no later than immediately following the next regular Council meeting.

The principal shall maintain custody of the minutes as the permanent record of School Council business, according the District schedule for permanent files.

Section 11. **Public Access**.

a) All meetings of the **Glenn Hills Middle School** Council shall be open to the public unless specifically exempt in the Open Meetings Act, O.C.G.A. 50-14-1, et seq. If a meeting or portion thereof is closed to the public, all Council members present shall sign the Affidavit required by the Act.
b) The School Council values input from school staff, parents and the school community on matters related to its advisory role. Anyone having an individual question or concern is urged to address it at the school through normal staff and administrative channels.

The Council may offer the school community opportunities to comment on agenda items and/or to identify issues for Council consideration. These opportunities can include but are not limited to:

01. Mailbox(es) physically located in or nearby the school office;
02. An email link to the Council from the School Web page, as feasible.

03. A designated period for public comment at the beginning of each regularly-scheduled Council meeting.

- District students, the parent(s) or legal guardian(s) of a District student, other citizens or property owners, and/or School District employees' may address the Council.
- Speakers would be asked to sign in on a first-come, first-served basis. The Council Chair may give priority to speakers who wish to discuss items listed on the Council meeting agenda.
- No speaker may discuss items that are excluded under the Open Meetings Act, including certain land, legal, personnel or student information items. A speaker may not make obscene, derogatory or slanderous remarks while addressing the Council.
- The Council Chairperson or secretary should advise any speaker wishing to share materials of the number of Council members.
- At a minimum, the Council would devote five (5) minutes to public comment. Each speaker would be allotted from two (2) to five (5) minutes, with the Council Chairperson determining the amount of time based upon the number of speakers.
- If warranted by the number of speakers and the timeliness of the issue(s) being discussed, the Council may vote to increase the amount of public comment time.
- The Council may vote to place an issued identified during the public comment period on the agenda for a future meeting. Or, the Council may take other actions to research the topic and to gauge school and community opinions. These actions may include appointing study committees, conducting focus groups, administering surveys or holding public forums.

Article IX
Bylaws

The School Council may use these Bylaws as a guide in developing the Bylaws it deems appropriate to conduct Council business. Local Council Bylaws must be consistent with Federal and State law and County Board of Education policy. Adopting or amending Bylaws requires a two-thirds (2/3) affirmative vote.