BYLAWS

ARTICLE I
NAME OF COMMITTEE

The name of this committee shall be the Duluth Johnson O'Malley (JOM) Parent Committee serving American Indian students enrolled in Independent School District 709. Duluth, Minnesota.

ARTICLE II
PURPOSE

The purpose of the committee shall be:

A. Meetings

1. To attend and participate in scheduled meetings in order to remain informed of developments within the American Indian Education Department and keep abreast of JOM related information.

The role of the committee should be discussed periodically to ensure that there are no misunderstandings. There is a differentiation between policy making and administrative decision making.

B. Needs Assessment

1. Assist in conducting a needs survey of the American Indian community served by the program every two years.
2. To conduct an open hearing regarding the needs of American Indian children annually.

C. Design and Operation

1. Provide on-going monitoring of objectives of the American Indian Education Department.
2. To review all proposals prior to submission with an attached letter indicating approval.
3. To approve budgets and revisions.
4. To approve and amend bylaws
5. To assist in screening applicants for American Indian Education positions.
   American Indian Education may not hire for a position on the project staff any member of the committee or any member of the immediate family of a committee member. Committee members who are immediate family (as described in *Federal Register, Volume 45, #100, Section I 86a, 42(e)* of American Indian Education staff (or applicants) shall not vote on the following issues: hiring, firing, salary, considerations, or job evaluations. The Federal Register describes immediate family as spouse, children, parents, brother, sisters, legal dependents, and spouse of those persons. Public Law 93-638, The Indian Self-Determination and Education Assistance Act of 1985, now directs that "Indian" preference governs hiring for all vacancies under Indian Education programs.

ARTICLE III
MEMBERSHIP

Section 1. Composition

The committee of eleven (11) voting members elected every year shall consist of:

1. Parents or Grandparents of American Indian students enrolled in ISD 709. Committee members who are immediate family (as described in *Federal Register, Volume 45, #100, Section 1 86a.42(e)* of American Indian Education staff (or applicants) shall not vote on the following issues: hiring, firing, salary, considerations, or job evaluations. The Federal Register describes immediate family as spouse, children, parents, brothers, sisters, legal dependents and spouse of those persons.

Section 2. Nominations

Candidates shall be nominated for committee election in the following manner:

1. A letter requesting names of nominees to serve as members of the committee will be sent to the parents and /or Indian Custodians of American Indian students and secondary American Indian students enrolled in ISD 709.
2. A notice will be posted on the ISD 709 website and on the American Indian Education Department website in order to notify teachers and guidance counselors.
3. A letter will be sent by the American Indian Education Coordinator to each nominee. An acceptance/non-acceptance and biographical response form will be included to be returned by September 30th.
4. This information will be printed on the department website and sent to eligible voters, described in Section I, during October in order that the committee election can be properly held by October 30th.
5. If not, enough nominations are received the standing committee will appoint other members as needed.

Section 3. Elections

The election will be conducted in the following manner:

1. The election will be held by the last Tuesday of October every year.
2. Parents and/or Indian Custodians of American Indian children to be served are eligible to vote.
3. Ballot boxes shall be placed in the accessible locations from 8:00am to 4:00pm by the Director of American Indian Education in consultation with the committee. The American Indian Education office staff shall oversee the balloting between 8:00am and 4:00pm. A late hour ballot box will be available.
4. Each eligible voter will be verified.
5. Ballots shall be tallied the following day by a school board designee. His/her duties will include counting of the ballots, disqualifying those incorrectly marked, and announcing the results. Interested parties may observe the opening of the boxes of the ballots.

ARTICLE IV
MEETINGS

Section 1. Time and Place

Regular committee meetings will be established at the first meeting after parent committee elections at a selected site within the school district. Special meetings may be called at the discretion of the chairperson with at least three days' notice. A letter will be mailed to Parents of Indian Children enrolled in ISD 709 with a list of regular meeting dates. Regular meeting dates will also be posted on the website.

The following order will be maintained at all regular and special meetings:

1. Called to Order
2. Roll Call
3. Reading and Approval of Minutes
4. Reading and Approval of Staff Reports
5. Committee Member Reports
6. Old Business
7. New Business
8. Other
9. Adjournment

Section 2. Quorum

A majority of the active membership of the committee shall constitute a quorum. A member will be considered inactive after missing three consecutive excused or unexcused meetings. After the second absence a letter will be sent to the member notifying them that they will be considered inactive and may be removed by a two-thirds vote of the active membership. Roll call shall be taken at the scheduled hour of the meeting and if a quorum is not present, a second roll call will be taken fifteen minutes later. If again there is no quorum, the meeting will be cancelled. Those members not in attendance will be marked as unexcused absences unless notification has been made to the American Indian Education Coordinator.

Section 3. Rules of Procedure

The committee may establish its own rules of procedure but in the absence of such, Robert's Rules of Order, Revised, shall apply.

Bylaws should be signed off by: Committee Chair, American Indian Education Coordinator and LEA Representative.

Requests to add to the agenda can be received by either written or email by the Chair, Coordinator, AIE Office Support, other JOM Committee Officers seven business days before the next meeting.

Agenda will be set five business days before the next meeting by the Chair and Coordinator.

Grievance procedure is subject to District Policy.

ARTICLE V
SUB-COMMITTEES

1. A Staff/Budget Review Committee (of no less than 3 members and no more than 5 members) shall be established to work with the American Indian Education Coordinator on staff budget issues.
2. Standing sub-committees can include: Needs Assessment, Proposal, Staff. Budget Review, Committee Activities, Evaluation, Student Activities, Bylaws, Program Policy.
3. Special sub-committees shall be created by the committee as may be required to promote program objectives.

The committee shall establish sub-committees as needed. All committee members shall be required to serve on at least one sub–committee. The committee chairperson shall have the authority to assign members to other sub-committees where needed. Sub-committee membership shall include Indian Education Staff, American Indian community members, and those people necessary to promote the program's objectives. Those selected to serve on the committee sub-committees other than regular committee members will be appointed by a majority vote of the committee at any general committee meeting.

The sub-committee chairperson shall prepare reports to be given to the committee at their next meeting. The report may be an interim or a final report.

ARTICLE VI
GRIEVANCE PROCEDURES

The Duluth JOM Committee shall act as a hearing board for any person/group who may wish to propose any changes or additions, or express grievances regarding the ISD 709 Duluth JOM Parent Committee or the American Indian Education Department.
Any person/group wishing to submit a grievance shall attempt to resolve the complaint in the following manner:

A formal meeting with the American Indian Education Coordinator within ten (10) weekdays (Monday - Friday, excluding legal holidays) of the grievance. If not resolved, the grievant shall be given a written copy of the school district's due process procedures and informed of Step 1.

STEP 1 A written grievance shall be submitted within the ten (10) weekdays (Monday - Friday, excluding legal holidays) from meeting with the American Indian Education Coordinator to the American Indian Education Committee Chairperson, who chairs a hearing board to resolve the grievance. Such grievances shall be heard at the first meeting of the committee following the receipt of the grievance report. If not resolved:

STEP 2 The written grievance report shall be submitted to the LEA who shall contact the grievant within ten (10) weekdays (Monday - Friday, excluding legal holidays). The LEA shall meet with all parties in an effort to resolve the grievance. If not resolved:

STEP 3 Appeal of the above decision shall be made by submission of the written grievance to the Superintendent of Schools no later than ten (10) weekdays (Monday - Friday, excluding legal holidays) following Step 2. If not resolved:

STEP 4 If the grievance is not satisfactorily resolved at Step 3, it may be appealed to the school board, provided such appeal is made within ten (10) weekdays (Monday - Friday, excluding legal holidays) after receipt of the decision in the preceding Step. The written grievance should be sent to the clerk of the school board, the superintendent and also a copy to the school district's equal opportunity officer. The school board, at its next regular school board meeting, acknowledges receipt of the appeal and determines if the appeal will be heard by the full school board.

If the grievance is not satisfactorily resolved, final appeal may be made by contacting the Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, Washington D.C. 20202.

ARTICLE VII
AMENDMENTS

These bylaws may be amended utilizing the following procedures:

1. In order to invite comments from the community, proposed changes will be advertised ~~30 days~~ 10 days prior to being adopted.
    - *Amended from 30 days to 10 days on January 8th, 2026.*

2. Changes shall require approval by at least 1 two-thirds vote of committee members present and authorized to conduct business in accordance with Article IV, Section 2. Quorum.

ARTICLE VIII
TRIPS

Trips will only be considered if monies are available using the following guidelines:

1. Committee members who have not missed any meeting shall have priority for attending any all American Indian Education sponsored trips.
2. Committee representation at local, regional and national meetings/conferences shall be determined by a majority vote of members present at a regular committee meeting when the issue is discussed.
3. 3. Committee members who go on trips under the auspices of the American Indian Education Program shall be required to prepare and present an oral or written report at the next committee meeting.
4. Committee members shall strive to adhere to standards of conduct appropriate to their advisory capacities.
   If and when the committee is to dissolve, the committee shall divest itself according to appropriate federal rules and regulations pertaining to funds and equipment.

Johnson O’Malley Chair	Date
American Indian Education Coordinator	Date
School Board Representative	Date

These bylaws were last amended on January 8th, 2026.