

## #2 Build Council Membership

Remember, Site Councils are successful when 1) membership complies with Oregon Administrative Rules and 2) parents and community members on the council represent the diversity of the larger school community.

### ***What is Council membership?***

The law states that site councils must be composed of:

- Teachers in the school
- Parents or legal guardians of students attending that school;
- Classified employees in the school
- The principal of the building or the principal's designee.

In addition, other members may be designated, including but not limited to local school committee members, business leaders, students, and members of the community at large.

Members of a 21st Century schools council shall be selected as follows:

- Teachers shall be licensed teachers elected by licensed teachers at the school site;
- Classified employees shall be elected by classified employees at the school site;
- Parents shall be selected by parents of students attending the school; and
- Other representatives shall be selected by the council.

In forming your council membership, remember the law states that no more than half the members of the council shall be teachers and no more than half shall be parents.

### ***Why is it important?***

It is important to have a fully formed council which represents the school community. Wise and diverse perspectives will assist the council in completing its work and building trust throughout the entire school community.

### ***When do you need it?***

Determine your council composition, terms of office, and recruitment and selection/election when you form your council and the by-laws are developed or annually as you review your by-laws.

### ***How do you develop it?***

It is the responsibility of the council to ensure the selection/election process is broad-based, democratic, and representative of the school community. The first step in building your site council membership is to set your composition. Determine how large a council you would like and the number of representatives from each mandated category. Consider adding two students at the secondary level. Establish the term of office for all members, excluding the principal. Most site councils set a two or three year term of office with a rotation of members. For new or reforming councils, set the terms at one, two or three years to assure a rotation. Terms are typically July through June of the following year, with elections held no later than May of each year.

Next, clarify and clearly state how and when members will be recruited and selected.

A position left vacant for any reason shall be filled by election of the stakeholder group. Elections should take place no later than 30 days after the vacancy occurs. Those elected to fill a vacancy generally complete the term they are filling. They may then stand for election for a full term.

It is not uncommon for site councils to experience attendance problems. It is recommended that the chair or their designee (perhaps the members from the same stakeholder group) contact any member who is absent for more than three consecutive meetings, or more than four meetings in a school year, to discuss the member's continuing interest in the council.

### ***Example:***

The Blue River Middle School Site Council membership includes five teachers, four parents, one principal, and one classified staff member.

**Our Site Council Membership Plan**

Our members:

Terms:

Recruitment/election/selection

Vacancies:

Other:

