

Draft

Site Council Bylaws

I. Name

- a. The name of the committee shall be _____.

II. Purpose of the Site Council

- a. Leadership in the development, refinement, and implementation of the School Improvement Plan.
- b. Disbursement of Professional Growth Funds.
- c. Leadership and direction of grants and other school-wide projects as appropriate.

III. Members of the Site Council

a. Composition

- i. The site council will consist of 3 parents, 3 teachers (with a variety of areas represented), one classified, and the principal.

b. Terms

- i. Parent terms will consist of two, two year terms, and two one year terms with at least one parent remaining on the council each year to assure continuity from year to year and to offer the option of serving for one year. Teacher terms will consist of four, two-year terms with two teachers remaining on the site council each year.

c. Election Procedures

- i. Parents, teachers, and the classified employee will be elected by their respective peers. Nominations will be accepted in March/April with final voting in May.
- ii. Elections will be completed by June for the following year's council so all elected members can attend the June meeting.

d. Meetings

- i. The site council will meet on a regular, ongoing basis. Meeting times will be determined each year, meetings will be advertised to parents and staff and will be open to anyone wishing to attend. Professional growth funds may be used to support release time as necessary. The council will determine this when the budget is established. The secretary will distribute copies of the minutes to site-council members for approval. Once the minutes are approved by a 2/3 majority of the council, the minutes will be distributed to staff and parents via e-mail.

e. Voting Rights

- i. Each member of the council shall have 1 vote. The vote of the chair, however, is to be voiced only in the event of a tie.

- ii. The district representative is a non-voting member.

f. Vacancies

- i. A vacancy of any membership position may be filled by an election made in the same manner as provided in the original election. The elected member shall serve the remainder of the current school year and one additional year.

g. Offices

- i. Officers shall be Chairperson, Co-Chairperson, and Treasurer. Volunteer positions will include Secretary, Parent Communicator, Staff Communicator, and District Site Representative.

h. Duties

i. Chairperson

1. Develop agenda
2. Run meetings
3. Distribute agenda of up-coming meeting
4. Post agenda on site council bulletin board
5. Collect funding requests

ii. Co-Chairperson

1. Assist chairperson as needed
2. Will be site council Chairperson the following year

iii. Secretary

1. Record minutes during the meetings
2. Prepare minutes to be approved at the next meeting
3. E-mail and post minutes to staff

iv. Treasurer

1. Maintain site council budget
2. Report to site council regarding the budget at each meeting
3. Manages budget and related paperwork

v. Parent Communicator

1. Maintain a regular column in the _____ informing parents of happenings and agenda items

vi. Staff Communicator

1. Receive staff development opportunities and communicate with staff
2. Maintain a site council bulletin board

vii. District Representative

1. Attend district site council meetings
2. Report back to site council and staff regarding information from the district meeting
3. Facilitate the completion of tasks from the district site council as needed

IV. Meetings and Quorum

a. Format

- i. Meetings shall be held twice monthly. Special meetings may be called by the chairperson if needed.

b. Agenda

- i. An agenda developed by the chairperson and the principal shall be used to direct all meetings.
- ii. The agenda will be distributed at least one day prior to the meeting.

c. Quorum

- i. A simple majority of the council shall constitute a quorum (one more than half the membership).

d. Publication

- i. All meetings are open to the public, and notice of meetings shall be posted on site, in the _____ (School Newsletter), and in the monthly school calendar. Visitors are encouraged to participate in discussions, however, they will not have an official vote in any council decision.

e. Minutes

- i. The secretary at each meeting shall compile minutes. Minutes will be distributed within one week to all site council members. Approved minutes shall be posted on staff e-mail, building web page, and on the site council bulletin board.

V. Amendments

- a. These bylaws may be amended at any regular meeting by 2/3 vote of the membership.

VI. Decisions

Decisions pertaining to the purpose of site council as stated in these bylaws shall be made by the council. Below are the steps that _____ Site Council will follow when making decisions:

- If at all possible the issue(s) will be put on the agenda in advance.
- Agenda items will be identified as information, discussion, or decision.

a. Discussion of Decision Making Item

When discussing an item for which a decision is needed council members will:

- i. Decide upon the value of the decision: Is it good for the kids? Is it something the site council should be addressing?
- ii. Present needed information
- iii. Ask and answer any question - Seek further information
- iv. Decide upon a plan for making the decision - utilization of consensus tools to be used at either the current meeting or a future meeting.

b. Prepared to Make a Decision

Ask for a straw vote on the item/issue

- i. If the chairperson receives a 2/3 thumbs up then the site council is ready to vote on a decision.
- ii. If the chairperson receives less than a 2/3 thumbs up, the chairperson will ask how much time is needed to continue to discuss concerns related to the item/issue. If there is time in the current meeting then the discussion will continue as follows: 1 minute for each person followed by 2 minutes for clarification. If there is not time, time will be set-aside at a future meeting for more discussion.

c. Making Decisions

- i. The chairperson will call for a vote. All members will show their fingers indicating 5, 3, 1, finger(s) based on their decision.
 - a. 5 fingers: I strongly agree with the decision and will support it 100%
 - b. 3 fingers: I agree with the decision and will support it; I will not sabotage the decision
 - c. 1 finger: I strongly disagree with the decision; I will sabotage the decision
- ii. In order for each decision to have passed, the site council must reach consensus with a show of 3 or 5 fingers by all members.
- iii. If the site council did not reach consensus, then the chairperson will ask the group what it would take to reach consensus. Continued discussion will happen as time allows, at either the current meeting or at a future meeting.