

## *Penn Elementary School Advisory Council By-Laws*

*Updated 2023*

### *I. Purpose*

The Advisory Council will assess the needs of and represent the Penn Elementary School community and staff. It will develop and assess the effectiveness of the school's Continuous Improvement Process. It will serve in an advisory capacity to the principal in development of fiscal support for the school's Continuous Improvement Process. This Council will also assist in communicating the vision and mission of Penn Elementary to its school, community, and to the community at large.

### *II. Membership*

All Council members will be volunteers. Members will complete at least one full school year term with an option to extend longer. Terms will begin at the first regularly scheduled meeting of the new school year after selection. Membership should represent diversity of the school population.

#### **A. Voting Members**

There will be a minimum of 12 voting members – six parents representing the school geographically whose children attend Penn Elementary School and six staff members who represent each of the following groups: K-1 teachers; 2-3 teachers; 4-5 teachers; classified staff; special education staff; specialists/ESOL staff; Parent Liaison. If no parent representatives step forward from a specific geographic area then a lottery selection from a pool of volunteers, regardless of geographic area, will be made. Members of the Council shall be free from possible conflicts between their individual job responsibilities and their roles as members on the Council. The Principal shall determine if conflicts exist.

1. Volunteers for available parent positions will be sought. If there is more than one volunteer, selections will be held by lottery.
2. Staff representatives for available positions will be sought. Volunteer/nominated candidates will be elected to represent their defined group.

#### **B. Non-Voting Members**

The Principal, Assistant Principal(s), Administrative Intern, and/or Parent Liaison will be non-voting members.

#### **C. Community-At-Large Member**

The Council may select a community-at-large member from recommendations from parents and staff.

#### **D. Chairperson**

Upon election by the voting membership, the Chairperson will become a non-voting member, except in the event of a tie decision or lack of a quorum. Should a tie vote occur, the chairperson will cast the tie-breaking vote.

## **E. Community Groups**

The Council will choose a representative and an alternate to represent the membership on the Superintendent's Advisory Council for Instruction. The Representative will report back to the Council any pertinent information that was shared.

The Council will invite a representative of Penn's PTO to be present at meetings.

### **III. Resignation/Non-Fulfillment of Term**

- A.** Parent representatives must resign if they no longer have children attending Penn Elementary. Staff members must resign if they are no longer employed at Penn Elementary.
- B.** In the event of a resignation or dismissal, the position will be filled through a lottery from a pool of volunteers. Council vacancies will be advertised to the Penn Elementary community. The council member replacement will complete the term of the resignee and be eligible for full-term placement on the Council through the regular election/selection process.

### **IV. Decision Making**

Formal recommendation/approval by the Council will be made when there is a consensus among voting members in attendance.

### **V. Committees**

Council members will participate in Ad-hoc committees. Committees will be established as needed to gather information, represent opinions, formulate proposals, and generate as much community involvement as possible. Each committee will have at least one parent and one staff representative. If more than ten people volunteer for a single committee, the selection will be made by lottery. Committee chairpersons will be chosen by the members of the committee. Committee meetings will be open to anyone. Non-members may address any committee during its Open Chair period.

### **VI. Communications**

Communication with the entire community is essential. All members should actively invite and encourage public input.

- A.** An Advisory Council archives notebook will be maintained by the Council Chairperson. It will contain copies of the current Continuous Improvement Process, by-laws, and the minutes and agendas for the past five years. It may contain other information outlining current Council issues.
- B.** The Secretary will submit the minutes from each meeting to be placed on the Advisory Council webpage.
- C.** Council by-laws, meeting times, location, and agenda shall be published and made available to the public on the school's website. This includes publishing the availability of member positions.

## VII. Council Officers

The Advisory Council will have three officers: Chairperson, Vice Chairperson, and Secretary.

### A. Officer Selection

Officers will be selected by the voting members. Nominations will be taken at the penultimate meeting of the school year. At the final meeting of the school year, the ballot will be presented, provision made for write-in candidates, and elections held by secret ballot.

### B. Replacement of Officers

An election will be held at the earliest possible meeting to replace officers who resign before their terms expire. A replacement officer may be nominated for a successive term. Officers may be removed by a three-fourths vote of the voting council.

### C. Duties of Officers

#### 1. The Chairperson will

- Preside at meetings and provide general supervision of Council affairs.
- Inform members of meeting dates and times.
- Consult with the principal for preparation of meeting agenda.
- Establish committees as required, by an ex-officio member of all committees, and monitor committee progress.
- Cast tie-breaking votes when needed.
- Maintain an Advisory Council archive notebook.

#### 2. The Vice Chairperson will

- Exercise all functions of the Chairperson in his/her absence.
- Attend or designate a member to attend PTO general meetings.
- Assist the Chairperson as required on matters such as review of committee progress.

#### 3. The Secretary will

- Keep minutes of each Council meeting and provide electronic copies to the Chairperson prior to each meeting.
- Draft official correspondence for the Council.
- Develop and maintain an on-going attendance roster of Council members.

## VIII. Meetings

The Council will meet, at a minimum, quarterly during the school year at Penn. The time, day, and dates of the meetings will be established by the consensus of the Council for the current term. The minutes will state the date, time, and place of any additional scheduled meetings. If unscheduled meetings become necessary, members will be notified at least a week in advance.

## IX. Attendance

If members must miss a meeting, they are expected to notify in advance to the Chairperson or school administrator. Excessive absenteeism of council members will be addressed by the Chairperson or school administrator who may notify the member that they are no longer eligible to serve.

When a voting member of the Council formally requests an extended leave of absence, the Chairperson may designate another person to serve as a voting member in lieu of that member. Only a parent may serve in lieu of a parent member, and only a staff member can serve in lieu of a staff member.

X. Agenda

The Chairperson and Principal will develop the final agenda and will distribute it electronically to each member prior to each meeting.

XI. Open Chair

Council meetings are open to the public. The first ten minutes of each meeting will be designated as an Open Chair period for non-members to address the Council. The Chairperson will recognize and assign equal speaking time to those who have signed in. An extended Open Chair may be included in the agenda at the discretion of the Chairperson.

In the event there are no community members present for Open Chair, the Council meeting will continue with the tasks outlined in the meeting's agenda.

XII. Training

All members will be apprised of the roles and responsibilities of the advisory council.

XIII. By-Laws

Amendments may be proposed by any member, discussed at two meetings, and then voted upon. A two-thirds majority of the voting members will be required for amendment approval.

The Council by-laws will be reviewed yearly. Revisions to the by-laws can be proposed by any member. Revisions should be discussed in at least one meeting, and then voted upon. A two-thirds majority of voting members will be required for approval of the by-laws.