

Honey Creek CP School Council

- I. By Laws
 - a. General Information and Policies
 - b. Ballots
 - c. Parent Involvement Policies
 - d. Surveys
- II. Membership
 - a. Learning Teams
 - b. Charts
 - c. Addresses
 - d. SGC Meeting Calendar
- III. Agendas and Minutes
- IV. Learning Team Reports and Grade Level Forms

RECEIVED

11 DEC -5 AM 20

DIVERSIFIED COMMUNITY
SCHOOLS

Honey Creek School Council By-laws

Article I: Name

Honey Creek Continuous Progress School Council

Article II: Purpose

The Honey Creek School Council is committed to increased academic performance and outcomes for its students through decisions made by consensus or democratic vote to provide advisement to the Principal.

Article III: Membership

Section I: Council Composition

The membership of the School Council will be composed of teachers and parents.

A. School Staff Representation

- a. Chairperson selected from each of the three committees
 - i. Math/Science
 - ii. Reading/Writing/Informational Literacy
 - iii. Parent Involvement/School Climate

B. Parent and Community Representation

C. Principal

Article IV: Fiscal Year

July 1 - June 30 of the following year

Article V: Quorum

Section 1: Definition

A quorum consists of a majority of the council membership.

Section 2: Adjournment

Adjournment occurs after a maximum of 1.5 hours or a majority vote of those present.

Article VI: Nominations and Elections

Section 1: Voting

Members will be selected through a fair and open election process. Each constituent group (parents, staff, and students) will oversee the process for electing School Council Representatives. The process for the election of representatives will be as follows:

Parent Representatives

Every spring, the Principal/designated Administrative Leader of each school shall distribute information sheets regarding the School Council and the school election time line to all households of the school's student body for the purpose of soliciting parent/guardian nominations for Council membership. Parents who are interested in serving on the Council shall complete a ballot information sheet and return it to the school on or before April 15. All eligible parents shall be included on the ballot.

The ballots shall be distributed to all parents during the first week in May with all the nominees listed. Ballots shall be numbered sequentially for accountability purposes only. In addition, the Principal/designated Administrative Leader is to plan an open meeting for nominees to speak relative to their candidacy for election to the Council. Parents shall return their completed ballots to the school on or before May 31. The number of parents to be elected shall be at least 51% of the total number of participants on the Council.

Two members of the established parent group will assist the Principal with the counting of the parent's ballots.

A record of the number of votes for each candidate will be maintained at the local school until the end of the following school year. In the case of resignation, recall, or death, a parent member shall be replaced by the runner-up candidate not elected to the Council the previous election period.

Teacher/Staff Representatives

The faculty and support staff at Honey Creek CP School shall be responsible for selecting its representative to the Council. Selection shall be completed on or before May 31.

Community Representatives

Community representatives interested in participating on the Council shall make their interest known at the open meeting held for parent nominations, although community members shall not be selected by the public at large. Community representatives shall be elected at the first meeting of the incoming council held at the beginning of the new school year.

Principal Representative

The Principal of the school is entitled to automatic participation on the Council at that school

Section 2: Terms of Membership

- a. The term of the Council membership will run for a period of two years.

- b. A member may serve for two consecutive two-year terms, if elected.
- c. Election of Council members will take place during May with approximately ½ of the Council being elected each year.
- d. Newly elected Council members will begin their term with the June meeting of the Honey Creek CP School Council.
- e. All Council members shall notify the office in the event of his/her absence. Absences shall be limited to a maximum of three of the regularly scheduled meetings per year, excluding special meetings, unless there are extenuating circumstances.
- f. A vacancy created by a member's absence shall be filled by the alternate. If no alternate exists for the vacant position, the Council may hold a special election in accordance to these by-laws to fill the vacancy and complete the term.
- g. A member may serve for two consecutive two-year terms, if elected.

Article VII: Meetings

Section 1: Regular meetings

- a. The Council will determine as many meetings as deemed necessary to accomplish the goals of the committee.
- b. To the extent possible, all decisions made by the Honey Creek CP School Council will be made by consensus negotiations.
- c. In the event that consensus is not reached within a reasonable amount of time, the Council members may ask to table the discussion until the next meeting. If unable to reach consensus at the next Council meeting, a vote will be taken where the majority (51%) will rule. Only Honey Creek CP School Council members may vote.

Section 2: Special Meetings

- a. The Honey Creek CP School Council Principal may call special meetings.

Section 3: Meeting Agenda

- a. Items to be placed on the agenda shall be noted at the end of the preceding meeting. Any new items must be called into the school office at least one week prior to the next scheduled meeting.