

# ByLaws

## Of

### The Whittier School Governing board

#### General Powers

The day to day operations of Whittier School will be managed by its Governing board.

#### Members

The Governing board will include a minimum of 51% non-staff members. Members may include parents and other family members of students, community members, alumni, teachers, and support staff. Whittier School Governing board will have no less than 5 members. Each member will have a term of no less than 2 years.

Representation must include:

1. **Parent.** A parent is a person at least eighteen years of age who is a natural, adopted, or step-parent of a child enrolled at Whittier School (voting member).
2. **Community Member.** Any resident of the state of Wisconsin (voting member).
3. **Teacher/Support Staff.** All district teachers and support staff are eligible to participate. A district staff member with a student enrolled at the school will be considered a parent representative.
4. **School Leader.** The employee serving as the leader of the school.

#### Positions

Whittier School Governing board positions will be voted on by the voting members at the first meeting of the year and the positions will be held for a minimum of 2 years.

Positions must include:

1. **Chairperson.** The Chairperson will be a non-staff voting member and will be responsible for calling the meetings to order, taking attendance, calling motions, and closing meetings.
2. **Recording Secretary.** The Recording Secretary will be a non-staff voting member who is responsible for compiling meeting minutes and sign in sheets and the managing member of the Governing boards binder.
3. **Corresponding Secretary.** The Corresponding Secretary will be the school leader and is responsible for meeting agendas and sharing all information necessary, including school budget and school improvement plan.

### **Meetings**

Regular meetings of the Whittier School Governing board will be held on the third Tuesday of the month with dates approved by the board prior to the first meeting of the school year. Meeting dates and times will be posted on the school community board and shared with the entire school community in the school's monthly bulletin. Non-members are allowed to attend meetings, but will not be allowed to motion or vote. Whittier School Governing board will hold a minimum of 7 meetings during the school year. Special meetings can be considered and scheduled when necessary.

### **Meeting Agendas**

Meeting agendas will be managed by the Corresponding Secretary and include seven sections; Welcome, Attendance, Reading and approval of prior minutes, Reports, Information, Concerns/Questions and Adjournment.

### **Meeting Documentation**

Meeting documentation will be the responsibility of the Recording Secretary and include member sign in sheets, agendas, and meeting minutes and will be placed in the Governing board binder organized by date.

### **Motion and Voting**

Any member of the Whittier School Governing board will be allowed to seek a motion. Only the Chairperson will be able to call for a motion and only non-staff board members will be eligible to vote on or second the motions.

### **Governing board elections**

Whittier School Governing board will seek new members once the two-year term of any voting member is finished. Whittier's School leader will be responsible for sending information to all families regarding the Governing board and will send nomination forms to every primary household of Whittier School. All interested parties will fill out the nomination form and return to the school office.

Interested parties will then attend and speak at the Governing board meeting in Spring. The Governing board will allow any interested persons to join the Whittier Governing board.