

Central Middle School Community Council
By-Laws
(Amended 09/23/14)

ARTICLE I: NAME OF COUNCIL

The name of this Council is the Central Middle School Community Council, hereinafter referred to as the SCC.

ARTICLE II: OBJECTIVES

The objectives of the SCC shall be in accordance with State guidelines and be consistent with policies of the Board of Education (BOE).

- Section 1. To review and evaluate the school’s academic and financial plan and either recommend revisions of the plan to the principal or recommend the plan for approval by the Complex Area Superintendent.
- Section 2. To ensure that the school’s academic and financial plan is aligned with the educational accountability system.
- Section 3. To participate in the selection and evaluation of the principal in the manner set forth by the complex area superintendent, and to transmit any evaluations to the complex area superintendent.
- Section 4. To provide collaborative opportunities for input and feedback.
- Section 5. To review the principal’s determination of the school’s repair and maintenance needs and to recommend to the principal any changes before the principal’s determination is sent to the complex area superintendent.
- Section 6. Request appropriate waivers of policies, rules, procedures, and provisions of collective bargaining units, as applicable to increased student achievement.
- Section 7. To encourage parental involvement and participation in their child’s education.
- Section 8. To take other actions, as required by the Department of Education.

ARTICLE III: MEMBERSHIP AND ELECTION

Section 1. **Members.** There shall be 10 members of the SCC, as follows:

- The Principal
- Two Central Middle School Certificated members (teachers, counselors, registrar, librarian, CC, SSC), elected by the members of the faculty.
- Two Central Middle School Classified staff members, elected by classified staff.
- One Parent, elected by the parents.
- Two Students within the 7th and/or 8th grade, selected by the Student Council.
- Two Community Representatives, either living or working within the school's geographic service area, elected by the parents.

Section 2. **Term of office.** Except as set forth below, the term of office shall be for two years. Members may serve an unlimited number of two-year terms as long as they continue to meet the criterion for membership for their position.

- The principal shall serve as long as he or she is the principal.
- Certificated members shall serve two year terms, or until the member is no longer a teacher in the school, whichever first occurs.
- Classified staff members shall serve two year terms, or until the member is no longer a school staff member, whichever first occurs.
- Parent member shall serve a two year term, or until the member no longer has a child enrolled in the school, whichever first occurs.
- The student member will rotate as determined by the Student Activities Coordinator (SAC).
- Community members shall serve two year terms, or until the member no longer lives or works in the school's geographic service area, whichever first occurs.

Section 3. **Vacancies.** In the event of a vacancy, the vacant position shall be filled in the same manner as the member whose position is vacant, and shall be for the remaining term of the vacant position.

Section 4. **Elections and selections of members.** Regular elections and selections of members shall be held in the month of May. Special elections (or selection, in the case of student members) to fill vacancies shall be held within two months of the occurrence of the vacancy. Candidates shall be nominated by the Nominating Committee or self-nominated to the Nominating Committee. The nominating Committee shall prepare the ballots and a flyer providing background information on the candidates, and oversee the distribution of the ballots and flyers, and oversee the collection, public tallying, and announcement of the results.

Section 5. **Termination of Membership.** Membership in the SCC will terminate if and when a member no longer meets the criterion for election or appointment to membership (for example, the teacher member is no longer a teacher at the school).

ARTICLE IV: OFFICERS

Section 1. **The officers** of the SCC shall be a Chair, a Vice Chair, and a Secretary.

Section 2. **Election and Term of Office.** The officers of the SCC shall be elected by majority vote of the SCC members and shall serve for two year terms and until each successor has been properly elected.

Section 3. **Duties.** The duties of the officers shall be to:

Chair

1. Preside at all meetings and sign letters, plans, reports, and other communications as directed by the SCC.
2. Prepare an agenda for each meeting and post the agenda 6 days in advance of each SCC meeting.

Vice-Chair

1. Assume the duties of the Chair during his/her absence.
2. Perform such other duties as may be assigned by the Chair or by the SCC.

Secretary

1. Receive and handle all mail addressed to the SCC.
2. Keeps a current roster of SCC members including addresses and telephone numbers.
3. Keep the minutes of all meetings including attendance and summary reports.
4. Post the notices and agenda of public meetings on the school's internet website and in the school's administrative building 6 days in advance of each SCC meeting.

ARTICLE V: COMMITTEES

There shall be a nominating Committee and any other committees created by the SCC as may be required to carry on the work of the SCC.

Section 1. **Quorum.** The quorum for a committee meeting shall be a majority of its members.

Section 2. **Selection of committee members.** The chair and members of committees shall be appointed by the SCC chair subject to the ratification by the Council.

Section 3. **Reporting responsibilities.** Committee chairs shall present plans of work to the SCC for approval.

ARTICLE VI: DUTIES OF MEMBERS

Section 1. **The duties of members** shall be to:

1. Attend all SCC meetings on time or inform the secretary of the expected absence.
2. Accept a position as an officer or committee member when so appointed or elected unless unable to fulfill the required duties.
3. Actively participate in workshops and training sessions to increase knowledge of the SCC's purpose and functions.

ARTICLE VII: MEETINGS

Section 1. **Regular Meetings.** The SCC meeting shall be held at 3pm, at least quarterly. The SCC shall, at its initial meeting of the school year, establish a regular meeting schedule for the remainder of the school year.

Section 2. **Special Meetings.** Special meetings may be called by the Chair or by a majority vote of the SCC. A meeting notice and agenda must be posted in a public location at the school and on the school website at least six days prior to a special meeting.

Section 3. **Order of Meetings.** All regular and special meetings of the SCC shall be conducted in accordance with Robert's Rules of Order. The SCC shared decision-making process shall be conducted with the intention of reaching consensus. In the event the SCC reaches an impasse which prohibits business from being conducted, the SCC will take a vote with a 50% plus one (1) of members present required for decision.

Section 4. **Quorum.** No business can be acted upon in any meeting without a quorum present. A quorum shall consist of 50% plus one (1) of the membership, with vacancies not included in the membership number. Voting will be allowed electronically.

ARTICLE VIII: AMENDMENTS

These By-Laws may be amended by the SCC, but approved by the Complex Area Superintendent (CAS). The proposed amendments must have been presented and discussed at the initial SCC meeting for each school year, provided that the meeting agenda was posted 6 days in advance. Passage of amendments to the By-Laws requires a majority vote of the SCC total membership, with vacancies not included in the membership total.