

# Cedar Ridge Elementary Community Council Bylaws

## **DEFINITIONS:**

**CONSENSUS:** Decisions made by this Council will be by consensus with the exception of expenditures of funds which decisions shall be made by a majority vote.

**PRINCIPAL'S ROLE:** Because the principal is ultimately responsible to the school board and responsible for what happens within the school, it is imperative that the principal be in agreement with any decision or recommendation from the Council.

## **ARTICLE 1**

### **Name**

The name of this Council shall be the Cedar Ridge Elementary School Community Council (abbreviated Cedar Ridge SCC)

## **ARTICLE 2**

### **Council Officers**

The officers of the Community Council shall consist of a Chair, Vice Chair and Secretary.

These members must be in good standing on the Cedar Ridge SCC and shall have served for at least one year on the Council. An officer may serve more than one term. The Chair is required to be a parent member of the SCC, while the Vice Chair and Secretary may be a parent or a teacher. The principal may not serve as an officer.

Officers shall be elected each year by the current council members.

## **ARTICLE 3**

### **Duties of Officers**

The Chair shall:

1. Preside at SCC Meetings
2. Appoint members to special committees as determined by the SCC
3. Perform duties as assigned by the SCC
4. Coordinate activities of members of the council to achieve goals as established by the SCC.
5. Maintain a current copy of the bylaws.
6. Ensure that members of the SCC receive annual training.
7. Ensure SCC meeting agendas are ready and posted in a timely manner.

The Vice Chair shall:

1. Assist the Chair in performance of duties.
2. Perform the duties of the Chair in the Chair's absence.

The Secretary shall:

1. Record the minutes of all meetings of the SCC including motions and actions taken. Minutes may be recorded for the purpose of clarification. Minutes shall be retained for three years.
2. Maintain an accurate and current SCC member list.
3. Conduct correspondence and perform other duties as assigned.
4. Present previous meeting's minutes for approval.
5. Make arrangements for a substitute secretary to perform these duties in case of absence.
6. Retain copies of minutes and bylaws.
7. Ensure bylaws and minutes are posted on School's website in a timely manner as required by law.
8. Notify SCC members of all meetings.
9. Post SCC agendas one week in advance of meetings.
10. Notify applicants by letter as to the outcome of elections.

#### **ARTICLE 4**

##### Removal and Replacement of Officers and Members

If any officer or SCC member fails to attend three (3) consecutive meetings without adequate excuse or fails to perform the duties of their office, the members of the SCC may declare their position vacant. When any office becomes vacant due to resignation or removal, an appointment will take place at the next regularly scheduled meeting. Any resignation should be made in writing to the Chair. Written notification will be given to the individual regarding a removal.

#### **ARTICLE 5**

##### School Community Council

The SCC shall consist of six (6) or more members of this council and shall include members from each of the following groups: Parents, Staff and Administration. There shall be two MORE total parent members than total staff and administration members. Parent members must have at least one child at the school at least one of the two years of their term.

#### **ARTICLE 6**

##### SCC Elections

Elections for open SCC positions shall be held in the fall of each school year. Notice of the election should be provided to parents and staff at least ten days in advance of the election and must include: The positions available, dates and times of elections and instructions for becoming a candidate. When more candidates file for open positions than there are vacancies, the school must hold a formal election.

Elections are overseen by the principal, or designee, and are conducted by means of secret ballots. Ballots for parent elections are deposited in a secure ballot box. Parents elect parent members and the staff elects staff members. Elections must begin within the first 30 days of the school year and be completed by the 35th day. Parents elections run for three consecutive school days.

If positions are vacant after the elections, parents on the council appoint parents members, and the staff appoints staff members.

## **ARTICLE 7**

### Special Committees

The SCC may create special committees or invite individuals to advise as deemed necessary to carry out the goals of the school and goals specified in the School Improvement Plan. Specific term of committee shall be stated. Subcommittees may include participants other than elected SCC members.

## **ARTICLE 8**

### Land Trust

Monies to be allocated by this Council shall include the State School Trustland Funds. The expenditure of these monies must be approved by a majority vote of the Council.

## **ARTICLE 9**

### Voting

If a member is absent, the vote may be given in writing by a designated proxy who is a Council member.

## **ARTICLE 10**

### Responsibilities of the SCC

1. Review school U-PASS data
2. Develop a School Improvement Plan
3. Develop a School Land Trust Plan
4. Participate in the development of the Professional Developmental Plan
5. Develop a Child Access Routing plan and student safety plan
6. Advise the school administration on local school issues
7. Provide an opportunity for issues of concern in the community to be presented to the school administration and local school board. Provide information to assist school board in resolving these concerns.
8. Develop a Reading Achievement Plan
9. Regularly submits required reports to the school board for approval
10. Provide ongoing support in implementation of approved plans.
11. Encourage participation on the SCC, including recruiting potential applicants.
12. Assume other tasks and responsibilities relating to their school, such as safety, school climate, student and teacher recognition, etc. that are best addressed through local school collaboration.

## **ARTICLE 11**

### Open Public Meeting Requirements

All SCC meeting must meet the Open Public Meeting Act requirements. These include:

1. SCC meeting agendas are posted on the school website at least one week in advance and include the meeting agenda with a date, time and location and minutes of the last meeting.

2. SCC minutes must include date, time, location, names of members present and absent, substance of all matters proposed, discussed or decided, a record of votes, name of each person who is not a member of the SCC and who is recognized by the chair to speak in the meeting, and substance of what was said. Minutes shall be retained for three years.

3. A simple majority is required to take action.

4. Action on a motion results from a majority vote of a quorum.

5. The following schedule and report summaries are provided on the school website AND via required means, to each individual household with a student attending the school:

a. A meeting schedule for the year and list of council members with email AND phone contact information. Both within the first six weeks of the school year.

b. A summary of the Final Report of the SChool LAND Trust Program Plan implementation for the prior year on or before NOvember 15th of each year.