

FORD ELEMENTARY SCHOOL **SHARED DECISION-MAKING SCHOOL** **CONSTITUTION AND BYLAWS**

I. Preamble

A. Mission

Ford Elementary School will provide a caring and cooperative environment in which students are taught to meet state academic standards. Ford Elementary School will provide a secure and culturally sensitive, intellectually stimulating, physically challenging, and emotionally secure environment. In order to promote this atmosphere, parental support and participation is encouraged and valued.

B. Goal

To work collaboratively with the Ford Elementary Community to make decisions in the best interest of student achievement, and school improvement efforts will be consistent with our mission statement.

C. Definition of “Ford School COMMUNITY”

The Ford School community includes the students, parents, faculty, community, staff, and principal of Ford Elementary School.

II. Site Council

A. Definition of the Site Council

The Site Council is a representative body of people elected by Ford School Community according to articles II.B. and II.C. This Site Council shall make decisions at the site. The Site Council is a unique governing entity but must operate in accordance with its own Constitution/Bylaws, TUSD Board Policy, Arizona State Statues, and Federal Law.

B. Membership of the Site Council

- # of teachers = # of parents
There will be an equal number of parents and teachers on the council and together they will comprise the majority. Each voting member will have a non-voting member selected to attend meetings if the voting member is going to be unable to attend.
- # of teachers + # of parents = majority
- Members represent community’s ethnic make-up
- Members or alternates must be present at site council meeting to have one vote

Council will consist of a minimum of:

- I Principal (V)
- I Classified (V)
- I Community Representative (V)

C. Procedures for Electing Site Council Members

1. Each constituency group shall be responsible for electing their representatives according to established procedures.
2. Site Council vacancies will be communicated to all voting bodies by April 15, of each school year.
3. Staff members willing to serve on the Site Council for the next school year will submit their names by the last Tuesday in April to the facilitator.
4. The elections will be held the first Tuesday in May.
5. Election of Site Council members will be made by secret written ballot from each constituency group. The Site Council facilitator will count the ballots.
6. Site Council Officers – Facilitator/Secretary will be elected, from amongst its membership, at the first regular scheduled meeting.
7. Elections will be held if there are more volunteers than seats available prior to the end of the 1st quarter if necessary.

D. Terms of Office

1. The Principal will be a permanent member of the Site Council.
2. All Site Council members will serve a 1-year term. No person elected shall represent more than one group at a time. There is no limit on the number of terms a member can serve. Site Council members will be elected per Election Procedures II. C 1-7.

E. Conduct

All members will adhere to school district and council policies/guidelines regarding confidentiality, courtesy, and ground rules of discussion.

F. Attendance at Site Council Meetings

1. **Non-Member Attendance** – Non-voting members may attend any Site Council meeting and express concerns during call to the audience.
2. **Member Attendance** – Regular attendance or notification of absence to the facilitator prior to the meeting is required.
3. **Standing and Ad Hoc Committee Chair Attendance** – Committee chairs or their designated representatives will attend at their own discretion or at the request of the Site Council.

G. Vacancies and Replacement of the Site Council

1. Any Council member may resign at any time by giving written notice to the Council.
2. Volunteers will be solicited from the school community if a vacancy occurs. An election will be held if necessary.
3. If a member of the Site Council misses two consecutive meetings, without prior notification to the facilitator, his/her position may be considered vacant. Any Site Council member may make a motion to dismiss the said absentee member after he/she has missed two consecutive meetings without notification. If the motion passes, the vacancy shall be filled according to election procedures II C.

H. Duties of the Site Council

1. At the first meeting, the Site Council members will elect a facilitator, secretary, and SCPC representative.

2. Determine the membership of Standing and Ad Hoc Committee through recruitment, volunteerism and/or election.
3. The Site Council will approve calendar events; specific programs, plan and problem solve to meet the goals and mission of Ford School.

I. Meetings of the Site Council

1. The Site Council meetings will be held once every 9 weeks in the academic calendar. Special meetings may be called if necessary. Meeting days, times, and places will be determined by the consensus of the Site Council members at the first regular scheduled meeting.
2. The Ford Site Council Community will be notified of regular meetings through the principal's newsletter to the parents, principal's newsletter to staff, and the agenda distributed to each Site Council member and posted at Ford School.
3. Minutes of each Site Council meeting will be read at the next Site Council meeting and kept in the master Site Council Manual (unapproved minutes will be available prior).
4. A simple majority of all members of the Site Council must be present in person to constitute a quorum for official business.

J. Agenda for Site Council Meetings

1. The Site Council facilitator and School Administrator collaborate to develop the agenda for the next meeting.
2. The agenda will be posted at Ford Elementary 24 hours before the meeting.

III. Methods of Operations

A. Consensus

1. Each member has one vote.
2. The site council will strive to reach consensus. Consensus occurs when the group reaches a conclusion, which has blended the best ideas into a decision that every one in the group can support. If consensus cannot be reached then the site council will take a vote. The decision then will be the result of majority vote.
3. Upon consensus of the Site Council, an issue may be forwarded to the entire Ford School or any constituent body, as appropriate, for a vote. Issues will be passed by a majority affirmative vote.
4. If a Site Council member is unable to attend a meeting, he/she may designate a representative and/or a proxy from their constituency group.

B. Constitution and Bylaws: Procedures for Action

1. Ratification

The ratification of these laws of Ford Elementary school will be effective upon a 2/3 majority of site council.

2. Amendments

- a. Any member of the Ford Community can propose an amendment to the Ford Site Council Bylaws. Rationale for the proposed amendment will be presented to the Site Council.
- b. The Site Council will decide whether to recommend the ratification of the amendment to the constituent groups by majority vote of the Site Council.
- c. Decisions made by the Site Council of Ford Elementary are binding and made in accordance with Board policy and administrative regulations
- d. Amendments are adopted by two-thirds vote of the ballots cast by the Ford Elementary Site Council.