



# **Big Muddy K-8 School Site Council**

By-laws

**Big Muddy K-12 School Site Council Bylaws**  
**Adopted September 29, 2015**

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## Big Muddy School Site Council Bylaws

### Article I - NAME

The name of this organization shall be Big Muddy K-12 School Site Council. The term "Site Council" refers to this organization in the remainder of this document.

### Article II: PURPOSE

The purpose of the Site Council is to serve as the Twenty-First Century Schools' Site Council as defined by School Board Policy 7.10.010 and ORS 329.704 (Addendum A) and following the "Big Muddy School Vision" with input and guidance from the Big Muddy School community. The Big Muddy School community includes all Big Muddy School personnel and all families with current Big Muddy students.

### Article III: MEMBERSHIP

#### Section 1. Composition

The Site Council shall consist of one teacher, one administrative representative, one classified representative (if available), two parent representatives (one to represent K-4 & one to represent 5—8) and one WFR (Washington Family Ranch) community representative. There will only be the possibility of one spouse from each family represented on the site council during any given term.

#### Section 2. Site Council Members

- A. Qualifications and Terms of Representatives:** All site council members serve terms beginning on September 1 and ending on August 31 of the following year.
1. **Administrative Representative:** The principal or their designee shall be a member of the Site Council.
  2. **Teacher Representatives:**
    - a. Eligibility: Any certified staff member working at least half-time at Big Muddy Elementary is eligible for election to the Site Council. The teachers are elected by their peers at the first staff meeting in August.
    - b. Term: Teacher representatives serve alternating one year term. Any teacher representative may be reelected for a second term. After any two consecutive terms of service, the teacher is ineligible for this position for one year.
  3. **Parent Representatives:**
    - a. Eligibility: Parents are eligible for election as a member of the Site Council after being with the school for a minimum of two grading periods.
    - b. Term: Parent representatives are elected each spring by the Big Muddy families (one vote per family) and serve up to a staggered two year term. Any parent representative may be reelected for a second term. After two years of service, the parent representative is ineligible for this position for one year.
  4. **Classified Representative:** Any classified staff member working at least half-time at Big Muddy is eligible for election to the Site Council. The classified representative shall be elected by peers or appointed by the principal, during August, and serve a one-year term.
  5. **WFR Community Representative:** This position will be fulfilled by the acting WFR Canyon Camp Manager or individual appointed by the Camp Manager to represent the interests of the property. This position is not limited by a term.

**B. Responsibilities of Site Council Members**

Members are expected to participate in scheduled meetings of the Site Council. In case of personal emergency, the following procedures shall be followed to assure complete representation:

1. **Teacher representatives** are responsible for empowering any other Big Muddy teacher representative to serve in his/her place by giving that person written authorization and including the date and time of the meeting at which the person is to serve. For the purpose of conducting business, the written authorization counts as that member being present at the Site Council meeting.

2. **Administrator** is responsible for authorizing, in writing, another Big Muddy Elementary staff member to serve in his/her place.
3. **Parent representatives** are responsible for empowering any other parent representative to serve in his/her place by giving that person written authorization and including the date and time of the meeting at which the person is to serve. For the purpose of conducting business, the written authorization counts as that member being present at the Site Council meeting.
4. **Classified representative** are responsible for empowering any other Big Muddy classified representative to serve in his/her place by giving that person written authorization and including the date and time of the meeting at which the person is to serve. For the purpose of conducting business, the written authorization counts as that member being present at the Site Council meeting.
5. **WFR Community Representative** is responsible for empowering another member of the WFR management team to serve in his/her place by giving that person written authorization and including the date and time of the meeting at which the person is to serve. For the purpose of conducting business, the written authorization counts as that member being present at the Site Council meeting.

### **Section 3. Officers.**

#### **A. Election and Terms of Officers**

The following officers shall be elected by the Site Council members and their positions are to be held for one year:

1. **Chair:** The chair shall be elected at the first Site Council meeting of the school year by members who have served for at least one year on the Site Council. The chair shall
  - a. work with the secretary to prepare, publish, and distribute an agenda for each upcoming meeting at least one week prior to the meeting.
  - b. preside at all meetings of the Site Council and any special meetings.
  - c. call a special meeting when necessary.
  - d. in case of emergency, appoint a Site Council member to chair the meeting in his/her absence.
2. **Secretary:** The secretary shall be elected by the Site Council members at the first Site Council meeting of the school year. The secretary shall
  - a. work with the chair to prepare, publish, and distribute an agenda for each upcoming meeting at least one week prior to the meeting.
  - b. record the minutes of all proceedings of the Site Council meetings.
  - c. prepare, publish, and distribute the minutes of each meeting.
  - d. prepare correspondence as directed by the Site Council.

- B.** An officer who does not comply with assigned responsibilities may be relieved of office by a two-thirds vote of the Site Council members. The Site Council members will then elect another member to fill that office.

### **Section 4. Responsibilities of the Site Council**

- A.** In compliance with the Oregon Educational Act for the Twenty-First Century, the Site Council shall
1. develop plans to improve the professional growth of the school's staff.
  2. improve the school's instructional program.
  3. develop and coordinate plans for the implementation of the School Improvement Plan.
  4. administer grants-in-aid for the professional development of teachers and classified district employees.
  5. allocate site council resources (volunteers, fundraising, etc.)

- B.** The Site Council may also

1. establish Site Council priorities and goals.
2. manage set, and publish meeting schedules and agendas.
3. form ad hoc committees as needed.
4. help problem-solve and resolve school/community issues.
5. establish clear channels of communication. For example:
  - a. solicit ideas and share information at meetings.
  - b. publish names and contact information of Site Council and other committee members.
  - c. post meeting minutes on a bulletin board, by e-mail, or on the Web site.
  - d. use mailings for critical communications.
6. review and evaluate the Big Muddy Bylaws every odd calendar year (or more often if approved by the Site Council).

### **Section 5. Meetings**

- A. The Site Council meets at least quarterly during the school year or more often, as needed. Announcements of site council meetings will be emailed. (September, December, February/March, May)
- B. All Big Muddy meetings are open to the public. Anyone who attends any site council meeting is welcome and encouraged to participate in discussions and offer opinions regarding site council decisions.
- C. Schedules and agendas will be published at least 24 hours before regular meetings and minutes will be published within 30 days after meetings
- D. Meetings will be conducted using Roberts Rules of Order

### **Section 6. Quorum and Decision-Making Process**

- A. In order to conduct official business, at least two-thirds of the voting site council members must be present. A person authorized to serve in place of another Site Council member counts as present. If a person is serving for more than one Site Council member, such as one teacher representing all teachers, each written authorization to serve counts as a participant.
- B. The Site Council bases its decisions on several factors. Proposals may require research and drafts before a decision may be made. The Site Council works toward achieving mutual understanding and agreement in decision-making. It is expected that most decisions will be made in this way.
- C. If the Site Council cannot agree on a proposal, those in opposition are given an opportunity to explain their objections and to suggest changes to the proposal that would make it acceptable to them. If the Site Council is unable to reach a decision by agreement after a predetermined period of time spent discussing the proposal, the decision may either be temporarily tabled for further research and discussion, or a vote may be taken. If a vote is called for, the proposal shall be clearly recorded in the minutes, read to the group, and the vote shall be called. In the event of a vote, the proposals must be approved by two-thirds of those voting.

### **Section 7. Site Council will not be involved in issues related to:**

1. Employee evaluations, discipline or assignments;
2. Legal matters;
3. Confidential information;
4. Union contract and/or district policy.
5. Student evaluations, discipline, or placement;
6. School Budget.

### **Resignation, Vacancies, and Removal from Office**

- A. **Resignation:** A site council representative may resign from the Site Council by giving written notice of resignation to the Site Council Chair or Principal or to any site council member who shall present it to the Site Council and call for the filling of the vacancy.

- B. Removal from office:** Any member who misses two meetings during a school year (sending a proxy constitutes “missing” the meeting) may be removed from office by a two-thirds vote of the Site Council. The Site Council shall notify the member of the upcoming vote for removal from office at least two weeks prior to the meeting at which the vote shall be called. As soon as the vote for removal passes, the Site Council shall issue a call for the filling of the vacancy.
- C. Vacancies:** In the case of resignation of any elected parent representative, the first runner-up (as recorded in the election results) shall be asked to fill the vacancy. If the first runner-up is not available, the second runner-up shall be asked to serve.

If no runner-up is available to fill the Site Council vacancy, the Site Council shall call a special election by the Big Muddy families to elect a new representative. Vacancies occurring in the second half of the school year may be filled by a vote of the Site Council. If the Site Council receives notification of resignation of a parent representative who was scheduled to serve another year before the close of parent nominations in the spring, the remainder of the term shall be included on the ballot as a one-year opening.

In the case of resignation of any teacher or staff representative, a replacement shall be voted in according to the original election procedure outlined in Article III Section 2.A.

## **Article IV - AMENDMENTS**

### **Section 1. Amendments**

These bylaws may be amended by a Site Council vote (as outlined in Article III, Section 6, Decision Making).

### **Section 2. Effective Date of Amendments**

Approved amendments to these Bylaws shall take effect 48 hours after Site Council vote.

## **ARTICLE V- OPERATING NORMS (CODE OF ETHICS)**

### **Section 1, Operating Norms**

Operating norms will be created and reviewed annually.

#### **Meeting Norms:**

**A**sk Questions

**E**ngage Fully

**I**ntegrate New Information

**O**pen Your Minds to Diverse Views

**U**tilize what you Learn

## Appendix

### Jefferson County School District 509J

Code: **IFCA-AR**  
Adopted: 9/23/96  
Readopted: 6/26/06  
Orig. Code(s): R910

#### **School Site Councils**

##### **Purpose**

A site committee shall seek to improve the school by focusing on student outcomes, improvement of instruction, staff development and the school's learning environment.

The site committee's role is to advise the principal on issues related to school improvement.

##### **Membership**

Site committee membership shall be governed by the following rules.

1. As many as 50 percent of the members may be teachers to be elected by licensed teachers at the school.
2. At least one classified employee elected by the school's classified staff shall be a member.
3. As many as 50 percent of the members may be parents/guardians selected by parents of students attending the school. It is recommended that the site council be representative of the demography of the school.
4. The principal or principal's designee shall be a member.
5. The committee may appoint additional representatives from the community.
6. The Board reserves the right to modify the composition of site councils if it determines such to be in the interests of the district.

##### **Committee Rules and Limitations**

Each site committee shall adopt by-laws to include: terms of office; a meeting schedule; a list of officers and their duties; and the committee's rules of order (may be by reference to a copyrighted set).

All meetings are subject to the open meetings law. Committee agendas shall be available in the school office and minutes will be taken at each meeting.

The principal or the principal's designee shall serve as the committee's facilitator.

The committee shall participate in the development of the school improvement plan and to contribute to an annual progress report for the staff and Board.

Site committees will not be involved in issues related to:

1. Employee evaluations, discipline or assignments;
2. Legal matters
3. Confidential information;
4. Union contract and/or district policy.

All site decisions must be within the parameters of Oregon law, administrative rules, Board policies and negotiated agreements. The Board retains the ultimate legal authority for all school decisions and therefore reserves the right to review site committee actions.

#### ORS 329.704

##### **329.704 Local 21st Century Schools Councils; duties; composition; selection; district site committees. (1)**

Nothing in this section shall interfere with the duties, responsibilities and rights of duly elected school district boards. There shall be established at each school a 21st Century Schools Council. The duties of a 21st Century Schools Council shall include but not be limited to:

- (a) The development of plans to improve the professional growth of the school's staff;
- (b) The improvement of the school's instructional program;
- (c) The development and coordination of plans for the implementation of programs under this chapter at the school; and
- (d) The administration of grants-in-aid for the professional development of teachers and classified district employees.

(2) A 21st Century Schools Council shall be composed of teachers, parents, classified employees and principals or the principal's designee, as follows:

- (a) Not more than half of the members shall be teachers;
- (b) Not more than half of the members shall be parents of students attending that school;
- (c) At least one member shall be a classified employee; and
- (d) One member shall be the principal of the building or the principal's designee.

(3) In addition, other members may be as the school district shall designate, including but not limited to local school committee members, business leaders, students and members of the community at large.

(4) Members of a 21st Century Schools Council shall be selected as follows:

- (a) Teachers shall be licensed teachers elected by licensed teachers at the school site;
- (b) Classified employees shall be elected by classified employees at the school site;
- (c) Parents shall be selected by parents of students attending the school; and
- (d) Other representatives shall be selected by the council.

(5) If a school district board determines that a school site is unable to fulfill the requirements of this section or if the needs of a school site require a different composition, the school district board shall establish the 21st Century Schools Council in a manner that best meets the educational needs of the district.

(6) All 21st Century Schools Council meetings shall be subject to the open meetings law pursuant to ORS 192.610 to 192.690.

(7) A school district may establish a district site committee to assist in the administration of grants or in the district-wide coordination of programs. [1995 c.660 §39 (enacted in lieu of 329.705); 2001 c.618 §7; 2007 c.858 §25]



## Roberts Rules of Order – Simplified

### Guiding Principle:

Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.

Everyone has the right to know what is going on at all times.

Only urgent matters may interrupt a speaker.

Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

### How to do things:

**You want to bring up a new idea before the group.**

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

**You want to change some of the wording in a motion under discussion.**

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

**You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.**

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

**You want more study and/or investigation given to the idea being discussed.**

Move to refer to a committee. Try to be specific as to the charge to the committee.

**You want more time personally to study the proposal being discussed.**

Move to postpone to a definite time or date.

**You are tired of the current discussion.**

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3<sup>rd</sup> vote.

**You have heard enough discussion.**

Move to close the debate. Requires a 2/3<sup>rd</sup> vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3<sup>rd</sup> vote.

**You want to postpone a motion until some later time.**

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3<sup>rd</sup> vote. A majority is required to table a motion without killing it.

**You believe the discussion has drifted away from the agenda and want to bring it back.**  
Call for orders of the day.

**You want to take a short break.**  
Move to recess for a set period of time.

**You want to end the meeting.**  
Move to adjourn.

**You are unsure that the president of the board has announced the results of a vote correctly.**  
Without being recognized, call for a "division of the house." At this point a roll call vote will be taken.

**You are confused about a procedure being used and want clarification.**  
Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

**You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.**  
Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

**You want to change an action voted on at an earlier meeting.**  
Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3<sup>rd</sup>s vote is required.

**You may INTERRUPT a speaker for these reasons only:**  
to get information about business – **point of information**  
to get information about rules – **parliamentary inquiry**  
if you can't hear, safety reasons, comfort, etc. – **question of privilege**  
if you see a breach of the rules – **point of order**  
if you disagree with the president of the board's ruling – **appeal**

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 <sup>rd</sup> s	√
Close Discussion	√			2/3 <sup>rd</sup> s	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√