

Morgan Maxwell K-8 School Council Bylaws

ARTICLE ONE

MISSION

The mission of the Morgan Maxwell K-8 School Council is to provide a framework for site-based decision making, in accordance with [TUSD Board Policy, CFC](#).

ARTICLE TWO

PURPOSE

The purpose of shared-decision making is to give a voice to stakeholders and to share responsibility for improvement of education.

ARTICLE THREE

SCHOOL COUNCIL MEMBERSHIP

3-1 Composition

- A. The council shall include representatives from the following communities: parents, community member, certified and non-certified staff. The principal or principal designee and facilitator or facilitator designee shall be permanent members.

- B. The School Council will be composed of a minimum of eight and a maximum of twelve members, maintaining ratios of certified personnel to parents in accordance with [TUSD CFC Membership](#). The minimum number of members will adhere to the following:
 - 2 Parents
 - 2 Certified
 - 1 Classified
 - 1 Community Member
 - 1 Principal
 - 1 Facilitator

3-2 Terms

- A. Constituency groups elect representation in accordance with TUSD School Council membership deadlines. Facilitators elected for no more than two two-year terms by the majority of the School Council accordance with ARS 15-351.

- B. All other members will be elected for two-year terms. Members can be elected for no more than two consecutive terms with one year in between serving. The election/term structure will adhere to the following:
 - i. Even Year Election
 - a. 1 parent
 - b. 1 certified
 - c. 1 community member
 - d. 1 facilitator
 - ii. Odd Year Election
 - a. 1 parent
 - b. 1 certified
 - c. 1 non-certified

3-3 Vacancies

Vacancies that occur during the school year will be filled by another member of the affected community group and approved by the School Council. In the event the vacancy remains unfilled, a volunteer willing to represent the constituency group can step forward to fill the vacancy for the duration of the vacant term and become a voting member of the School Council after approval by a majority vote of the School Council.

3-4 Removal of School Council Members

Any council member whose conduct is, in the opinion of the affected community group that the council member represents, prejudicial to the welfare of the school, the School Council, or any affected community group represented by such member, may be removed from the council by the majority vote of the School Council.

3-5 Member Attendance

Regular attendance or notification of absence is required. This absence should be reported to a school site representative in advance. Non-attendance for three consecutive meetings may imply an inability to serve. A representative of the School Council shall approach said member to determine their intent to serve.

ARTICLE FOUR

DUTIES OF THE SCHOOL COUNCIL

4-1 Duties

- A. The duties of the committee will be shared among the members of the school council
 - i. Facilitator – Will be responsible for writing and posting of the monthly agenda, sign-in sheets, and conducting meetings, maintains records.
 - ii. Secretary – Will be responsible for recording and typing the minutes for meetings. Will maintain two duplicate copies of records. One copy will be housed in the office area and available for public access.
 - iii. Minutes of each School Council meeting will be available in both English and Spanish when translations are available.

4-2 Committees

- A. All committees, whether Standing Committees or Ad Hoc Committees, will adhere to the guidelines and policies in the Consensus Agreement, as well as any TUSD Governing Board Policies.
- B. Standing and Ad Hoc Committees will be chosen by the School Council.
 - i. The School Council will decide when to refer issues to Standing and Ad Hoc Committees.
 - ii. The School Council will act on issues not referred to Standing or Ad Hoc Committees and act on recommendations of Standing and Ad Hoc Committees.
 - iii. The School Council will decide when a vote is appropriate on any issue by the whole or any part of the School Council.
- C. There will be four (4) Standing Committees.
- D. The Standing Committees will be as follows:
 - i. Financial (including determination of the use of undesignated tax credits, grant writing, and allocation of discretionary budget)
 - ii. 301 Planning
 - iii. Curriculum
 - iv. Hiring (including the selection of hiring committees).
- E. Ad Hoc Committees will be created as needed.
- F. Selection of Member for Standing and Ad Hoc Committees
 - i. Ad Hoc committees to be decided by the School Council.

- ii. Method of selection of standing and Ad Hoc committee members will be determined by the School Council through any of the following procedures:
 - a. Recruitment
 - b. Volunteer
 - c. Election

4-3 Meetings

- A. School Council meetings will operate according to the requirements of Arizona's Open Meeting Law ([ARS 38-431](#)), including, but not limited to, posting meetings notices, agendas, minutes, and access by the public.
- B. The School Council meetings will be held on a monthly basis. Special meeting may be called as necessary. Meeting days, times, and places will be determined by the consensus of the School Council members.
- C. The Morgan Maxwell K-8 School Council community will be notified of regular meetings through parent link, staff link, announcements, marquee and notices home.
- D. Notifications of special meetings will be made when necessary.

4-4 Agenda

- A. The School Council will determine the agenda for meeting, including documentation of attendance, review of minutes, call to the audience comments, announcements, committee reports, and other issues deemed necessary by the School Council.

ARTICLE FIVE

METHODS OF OPERATIONS

5-1 Quorum

- A. Definition of Quorum
A quorum of 50% + 1 must be present to conduct meetings or vote on action items.
- B. If a quorum is met and an item voted on, it either passes or fails.

5-2 Use of Quorum

- A. The School Council and all committees, Standing Committees, and Ad Hoc Committees, will reach decisions by a quorum vote as defined by ([Roberts Rules of Order](#)).
- B. Two School Council members will count written ballots.
- C. Each member has one vote per motion.
- D. A request for a written vote by any member automatically triggers a written vote.
- E. The school principal implements policies approved by the School Council in accordance with all appropriate State Statutes, Board Policies, and Consensus Agreements.

ARTICLE SIX

CONSTITUTION AND BYLAWS

6-1 Procedures for Action

A. Ratification

To take effect, this document must be ratified by a two-thirds vote of the ballots cast by the Morgan Maxwell K-8 School Council.

B. Confirmation

The Morgan Maxwell K-8 School Council Bylaws shall be confirmed upon two-thirds (2/3) of votes cast of the entire faculty and staff.

6-2 Amendments

- A. Any member of the Morgan Maxwell K-8 School Council can propose an amendment to the Morgan Maxwell K-8 School Council Bylaws. Rationale for the proposed amendment will be presented to the School Council.
- B. The School Council will decide whether to ratify the amendment by two-thirds vote of the School Council.

