

# Oyama Elementary School Council By-Laws

## I. SCHOOL COUNCIL

### A. Definition of the School Council

The School Council is a representative body of people who are elected from the Oyama School Shared-Decision Making Community according to Articles III.C. and III.D. The School Council is the primary governing body of Oyama Elementary School.

### B. Membership of the School Council

The School Council will be composed of? members:

## II. Procedures for Electing the School Council Members

- A. School Council vacancies will be communicated to all voting bodies by the end of February.
- B. The Procedures Committee will accept nominations in writing through the first week of March.
- C. Confirmation of nominees will take place the second week of March.
- D. Ballots will be prepared and distributed by the second week of March.
- E. Election of School Council members by secret written ballot will take place during the second week of March. The Procedures Committee will count ballots.
- F. Each constituency group will elect its School Council representatives.
- G. Facilitator will be elected each year by secret ballot in April at the first meeting with newly elected members. The facilitator will assume duties in May for the following school year.

## III. TERMS OF OFFICE

- A. The Principal and School Community Liaison will be permanent members of the School Council.
- B. All other members will be elected for a 1-year term. Members can be elected for no more than 2 consecutive terms with one year off before serving again.

### C. ATTENDANCE AT SCHOOL COUNCIL MEETINGS

- 1. Non-Member Attendance  
Non-voting members may attend any School Council meeting and express concerns as recognized by the Chair during the call to the audience.

2. Member Attendance  
Regular attendance or notification of absence is required. Non-attendance for three consecutive meetings may imply an inability to serve. A representative of the School Council shall approach said member to determine her/his intent to serve.
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 School Council.

D. VACANCIES AND REPLACEMENT ON THE SCHOOL COUNCIL

Vacancies that occur during the school year will be advertised. Elections will be held as in Article III.C.

IV. DUTIES OF THE SCHOOL COUNCIL

- A. Determine how the duties of the committee will be shared among the members of the School Council (i.e., taking minutes, Chair, etc.).
- B. Determine the method of membership of Standing and Ad Hoc Committees.
- C. Decide to refer issues to Standing and Ad Hoc Committees.
- D. Act on issues not referred to Standing or Ad Hoc Committees and act on recommendations of Standing and Ad Hoc Committees.
- E. Decide when a vote is appropriate on any issue by the whole or any part of the Oyama Shared Decision-Making Community.
- F. Minutes of each School Council meeting will be distributed to the Oyama Shared Decision-Making Community.

V. MEETINGS OF THE SCHOOL COUNCIL

- A. The School Council meetings will be held no less than once quarterly. Special meetings may be called as necessary. Meeting days, times, and places will be determined by the consensus of the School Council members.
- B. The Oyama Shared Decision-Making Community will be notified of regular meetings through parent and staff bulletins and on the marquee.
- C. Notifications of special meetings will be made when necessary.

VI. AGENDA FOR SCHOOL COUNCIL MEETINGS

The School Council will determine the agenda for meetings, to include: the aforementioned duties of the School Council as listed in article III.G. attendance, review of minutes, non-members' comments, announcements, and other issues deemed necessary by the School Council. To be added to the agenda, committees, sub committees, individuals, etc., need to contact, in writing, the facilitator or principal one week prior to meetings.

VII. METHODS OF OPERATIONS

## VIII. CONSENSUS

### A. Definition of Consensus

Consensus occurs when a group reaches a conclusion, which has blended the best ideas into a decision that everyone in the group can support.

### B. Operation of Consensus

1. If consensus is met, the issue passes.
2. If consensus is not met, the issue will be referred back to the originating subcommittee for revisions and/or reconsideration.
3. If an individual continues to “block” the consensus, she/he may choose to step aside and allow the issue to go forward, or she/he may continue to “block” the consensus and the issue will not pass.

### C. Use of Consensus

All committees, the School Council, Standing Committees, and Ad Hoc Committees will reach decisions by consensus.

### D. MAJORITY VOTE

1. Upon consensus of the School Council, an issue may be forwarded to the entire Oyama Shared Decision-Making Community or any constituent body of the Oyama Shared Decision-Making Community, as appropriate, for a vote by written secret ballot. Issues will be passed by a majority affirmative vote of the ballots cast.
2. Two School Council members will count written ballots.

### E. CONSTITUTION AND BYLAWS: PROCEDURES FOR ACTION

#### 1. Ratification

To take effect, this document must be ratified by a two-thirds vote of the ballots cast by the Oyama Shared Decision-Making Community.

#### 2. Amendments

a. Any member of the Oyama Shared Decision-Making Community can propose an amendment to the Oyama Shared Decision-Making Constitution. Rationale for the proposed amendment will be presented to the School Council.

b. The School Council will decide whether to ratify the amendment by consensus of the School Council or to call for a vote of the Oyama Shared Decision-Making Community, with a two-thirds vote of the ballots cast needed to ratify an amendment.

## IV. COMMITTEES

There will be five (5) Standing Committees and any number of Ad Hoc Committees as needed.

#### A. TYPES AND AREAS OF RESPONSIBILITY

##### 1. Standing Committees

- a. Finance/Special Programs  
Special Funds (Tax Credit, grants, etc.)
- b. Communication/Training  
Between council and district  
Between council and community/businesses  
Within the Shared Decision-Making Community
- c. Mediation
- d. Inservices
- e. Staff Training

##### B. Curriculum

###### Content

Record keeping (grades, folder, portfolios, reading records, etc.)

Academic Programs (K-3, GATE, AVID)

School Improvement Plan

Extended Day (Hours, Procedures, Curriculum)

###### Facilities

School Aesthetics

School Environment (playground, patio, and desert lot)

Facility Use Areas (basements, cafeteria, ramada, room assignments, health and safety)

Maintenance

###### Procedures

Scheduling (specialists)

Child Study

Elections

Discipline

301 Positions

Selection of Interview Committee