**BYLAWS**

**Carter City Elementary School**

School-Based Decision Making Council

Purpose

The SBDM Council of Carter City Elementary School shall have the responsibility to enhance student achievement through the policies adopted as specified in KRS 160.345.

I. Council Membership

A. Composition

The Council shall be made up of three teachers, two parents, and one principal. Teacher and parent representatives will be elected by their constituent groups.

B. Eligibility

Teachers: All certified teachers (including coun­ selors and itinerant teachers) who are employed within the school are eligible to serve as teacher representatives to the SBDM Council. Principals or assistant principals may not serve as teacher representatives to the SBDM Council.

Parents: According to KRS 160.345, parent repre­ sentatives (including parents, stepparents, foster parents, or legal guardians) to the SBDM Council shall have a child enrolled in or preregistered to attend the school during the term of office. Par­ ent representatives shall not be employed at

Carter City Elementary School or in a district administrative office.

Parent representatives must not have a relative (father, mother, brother, sister, husband, wife, son, daughter, uncle, aunt, son-in-law, daughter-in-law) employed at Carter City Elementary or in a district administrative office. A parent representative must not be a school board member or spouse of a board member.

C. Selection Process

Teachers: All full-time and part-time teachers (including counselors) assigned to the school may participate in the selection process. The selection process will be completed by June 30 of each year, with the results being reported in writing

to the principal by July 1 of each year. Teacher members must be elected by a simple majority

vote of all teachers assigned to the building. An Election Committee consisting of teacher volun­ teers shall determine the nomination and balloting procedures. The Election Committee may want

to consider procedures for the following: nomina­ tions, ballots, the election, ties, or failure to re­ ceive a majority vote.

Parents: All parents (including parents, steppar­ ents, foster parents, or legal guardians) who have a child enrolled in or preregistered to attend the

school are eligible to participate in the parent elec­

tions. The PTO Board of Managers shall be re­ sponsible for determining the election procedures, conducting the election, and notifying the principal in writing of the parents elected to the SBDM Council. Results must be reported to the principal by July 1 of each year.

Minority Representation: KRS 160.345 requires that schools having more than 8 percent minority student population have minority representation to the SBDM Council. If this is not obtained in the ini­ tial election for Carter City Elementary School in either the parent, teacher, or principal position, a special election will be conducted for both a minority teacher and minority parent representative to the SBDM Council. The principal will oversee this procedure.

Vacancies: If an SBDM Council member re- signs or is removed from office (pursuant to KRS

160.347), another member shall be elected in a special election to complete the remainder of the term. Elections will follow the procedures as out­ lined in this section. Elections must be completed within 20 school days. While this process is being completed, the business of the Council will con­ tinue when a quorum is established.

D. Terms of Office

The terms of office for teacher and parent repre­

sentatives to the SBDM Council will begin on July

1 and end on June 30 of the next year. Each term of office is one year.

**II. Responsibilities of SBDM Officers and Council Members**

**A. Election of Officers**

Officers for the Carter City Elementary School SBDM Council shall be chairperson, vice-chairperson,

and secretary. The vice-chairperson and secretary

will be elected each July by a majority vote of the SBDM Council. The nominee must agree to ac­ cept the position. Reelection is permitted for the offices of vice-chairperson and secretary. If the vice-chairperson or secretary resigns his or her po­ sition, the Council will conduct a vote at the next meeting to fill the position with another member. The principal will be the chairperson of the SBDM Council.

**B. Responsibilities of Officers**

Chairperson: The principal shall serve as chairper­

son as required by KRS 160.345. Responsibilities of the chairperson include the following:

• Announcing and distributing meeting notices as appropriate

• Announcing and distributing the meeting agen­

da as appropriate

• Distributing needed materials to Council mem­ bers prior to the meeting when available and at the meeting when necessary

• Facilitating the SBDM Council meeting

• Determining the presence of a quorum

• Overseeing an open, permanent file of meeting minutes

Vice-Chairperson: Once elected, the vice-chair­

person shall have the following responsibilities:

• Presiding over Council meetings in the absence of the chairperson

• Overseeing the facilitation of committees as­

signed by the SBDM Council

Secretary: Once elected, the secretary shall have the following responsibilities:

• Keeping an accurate reflection (record) of the SBDM Council meeting and all actions taken by the Council

• Once approved, maintaining the minutes of the meeting and adhering to open-records require­ ments

• If the SBDM Council secretary is unable to at­ tend a meeting, the principal shall ask another member to assume the secretary's responsibili­ ties for that meeting.

**C. Responsibilities of Council Members** Once elected to the SBDM Council, members' responsibilities include the following:

• Attending all regular and special meetings of the

Council

• Considering the needs of all students when making decisions as a Council member

• Supporting, promoting, and communicating

Council decisions to constituents

**Ill. Council Meetings**

**A. Regular Meetings**

The principal shall call the July meeting of the Council on the third Thursday at 4:00 each year. At this meeting, the SBDM Council shall determine all regularly scheduled meeting times, dates, and locations for their terms of office. No­ tices for regular meetings will be provided to the media through the district's Central Office desig­ nee and posted within the building on the SBDM bulletin board, provided to school staff in weekly updates, and sent to parents through the PTO newsletter.

**B. Special Meetings**

In the event a special meeting is needed, the principal or a majority of the other members of the SBDM Council may call a meeting. During special meetings, the SBDM Council may discuss only those issues listed as the purpose for the meet­ ing. Whoever calls the meeting has the responsi­ bility for the following:

• Posting of the Notice-The date, time, place, and purpose of the meeting shall be posted on the School website.

• Notice Distribution-A written and verbal notice, which includes the date, time, place, and purpose of the meeting, must be provided to each Council member. Written notification must be forwarded to the district's Central Office des-

ignee so that the media is notified. This must be done a minimum of 24 hours in advance.

• **Announcement-On** the morning announce­ ments, the principal will indicate the date, time, and place of the special called meeting when school is in session.

**C. Open/Closed Meetings**

All SBDM Council meetings at Carter City Elementary School shall be open to the public. The SBDM Council may go into closed session from the open meeting under the following circumstances: to dis­ cuss proposed or pending litigation by or against the SBDM Council and to discuss candidates for vacancies. The Council must reconvene in open session to make a decision on an issue.

**D. Cancellation**

A meeting of the SBDM Council may be canceled by a majority of the Council. In the event school

is canceled or dismissed early due to inclement weather, the SBDM Council meeting will be can­ celed.

**IV. Conducting a Meeting**

**A. Quorum**

A quorum of the SBDM Council is established when a majority (more than one-half) of the num­ ber of seats is present. Four members must be present for Carter City Elementary School to establish a quorum. No action of the SBDM Council may be taken if a quorum is not established.

**B. Operations**

The chairperson (or vice-chairperson) shall facili­ tate each SBDM Council meeting according to *Robert's Rules of Order,* except where otherwise specified within this document.

**C. Agenda**

• At the end of each regularly scheduled SBDM Council meeting, the agenda will be set for the next meeting.

• Council members may add items to any regular meeting agenda by contacting the chairperson three days in advance of the meeting.

• Teachers, parents, and others who are not on the SBDM Council may recommend items for the agenda by completing the Agenda Inclusion Form and returning it to the chairperson three

days in advance of the meeting. The person making the recommendation must attend the SBDM Council meeting when the item is to be addressed.

• Agenda items may be added only at the meet­

ing, with SBDM Council approval.

• The agenda shall be distributed to all SBDM Council members at least two days in advance of the meeting.

• If the SBDM Council determines it necessary, agenda items may be forwarded to a committee for further study.

**D. Input From Non-Council Members**

Those who attend the SBDM Council meetings will be provided with an opportunity to discuss issues under consideration by the Council. The following procedures will be followed:

• A sign-in sheet will be provided for parties inter­

ested in speaking on an agenda item.

• A person who has recommended an item on the agenda shall be given the opportunity to speak first on the issue.

• Input will be allowed before the SBDM Council makes its decision.

• As each topic is discussed, the chairperson will call on speakers in the order they signed the sign-in sheet. Each speaker is limited to 2 minutes, with a maximum of 20 speakers per meeting.

**E. Decision-Making Process**

The primary method of decision making shall be by consensus. If consensus cannot be reached, the Council will discuss the issue again (either at the current meeting or at a future meeting). If the Council cannot reach consensus after the second discussion, a majority vote will be taken to decide the issue.

**V. Council Records**

**A. Minutes**

Written minutes of each regular and special called meeting of the Carter City Elementary School SBDM Council will be kept.

• The SBDM Council secretary will keep minutes for each meeting of the Council.

* The minutes must be an accurate record of actions and votes taken by the Council at each meeting.

• If the action taken was the adoption of a policy or other written materials (the Consolidated Plan, budget allocations, committee report, etc.), these will be attached to the minutes of the meeting when the action occurred.

• The Council will review a copy of the minutes, make amendments, and approve them at the next meeting. The minutes shall be available for inspection immediately following the meeting in which they are approved.

• Copies of the approved minutes will be posted in the office, filed in the library, and forwarded to the superintendent/designee (three copies).

**B. Requests for Council Records**

• SBDM Council records are available for in­ spection during the hours of operation of the school's office. Requests for copies of the Council records must be made to the principal. This request must include specific dates and documents. Within three days of receiving the request, the principal will provide the re­ quested records or a written explanation of why these will not be provided. The cost for copying the records is 1 0 cents a page.

**VI. Bylaws and Policy Development and**

**Amendments**

• Policies shall be developed by the SBDM Coun­ cil or committees established by the Council. All policies and bylaws shall require two readings before they are adopted. No policy or bylaws shall be adopted by the Council at the meeting

in which they are introduced. Amendments to policies and bylaws shall require two readings as outlined above.

**VII. Appeals**

**A.** For a person(s) to appeal a decision of the SBDM Council, he or she must first request, in writing, an opportunity to be heard and the re­ quest shall include information on the purpose of the appeal.

**B.** The SBDM Council shall schedule a hearing within 30 days from the date of the request. The

person bringing the appeal shall be given written notification of the hearing date and time.

C. The parties may be represented by legal coun­

sel and may call witnesses relative to the appeal.

**D.** The SBDM Council shall consider the merits

of the complaint, make a decision, and respond to the complaint in writing.

**E.** A copy of the reply shall become a part of the official minutes of the SBDM Council.

**F.** If the matter is not satisfactorily resolved within no longer than ten calendar days of the hearing, an appeal may be submitted in writing to the super­ intendent/designee, who will refer it to the District SBDM Appeals Board (Policy BLCC).

**VIII. Removal of a Council Member A.** A member of an SBDM Council may be removed by the Kentucky Board of Education if he/she engages in a pattern of practice that

circumvents or is detrimental to the process (KRS

160.345 [9])

**B.** A member of a School Council may be re­ moved for cause, after an opportunity for hearing before the local board, by a vote of four-fifths of the membership of the board of education and af­ ter the recommendation of the chief state school officer (KRS 156.132 and KRS 160.347).

**IX. SBDM Council-Assigned Committees A.** The SBDM Council at Carter City Elementary School will use an ad hoc and standing committee structure to encourage expanded participation in the decision-making process.

**B.** Faculty, classified staff, parents, and com­ munity members will be encouraged to serve on SBDM-assigned committees.

C. Standing and ad hoc committees are formed

and dissolved by the Council as needed. Each year at their first meeting (July meeting), the Council members will determine the needed standing committees and the responsibilities of these com­ mittees.

**D.** Committee membership will be obtained through a sign-up list of volunteers. The Council will review the list to determine if additional repre­ sentation is needed and/or to approve this list by **August 31** of the calendar year. Once the list is

approved, committee volunteers will be notified of their first meeting by the principal.

E. Each committee shall elect a chairperson by majority vote at its first meeting. The term of the chairperson will be one year, and the chairperson may be reelected.

F. Each committee shall determine the frequency and agenda of meetings. Written minutes of each committee meeting will be kept as an open, per­ manent record of the activities of each assigned committee. These will be forwarded to the SBDM Council and will become a part of the required docu­ mentation of the Council (see section V, part A).

G. Committees have the responsibility to carry out tasks assigned to them by the Council. Com­ mittees may research issues, gather school-wide input, or prepare drafts for the SBDM Council.

H. Decisions of the SBDM-assigned committees shall be made by consensus. In the event that consensus cannot be reached, a majority vote will be used to decide the issue.

I. The Committee chairperson/designee must report (both orally and in writing) to the SBDM Council as requested by the Council.

Date of First Reading \_\_\_September 19, 2013\_\_\_\_\_

Date of Second Reading \_\_\_\_September 26, 2013\_\_\_\_\_\_

Date Adopted \_\_\_\_September 26, 2013\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_Jo Ashworth\_\_\_\_\_\_\_\_\_

Counsel Chairperson