

Ockerman Elementary Site Based Article 3.0

Ockerman Elementary School Council Duties of Officers and Council Members

- A. **Election of Officers:**
1. Officers shall include Chair and Vice-Chair.
 2. The Vice-Chair of the school council shall be elected each June by Council Members and shall serve for one (1) year. Re-election is permitted.
 3. If a Vice-Chair resigns his or her position, the council shall conduct a vote at that meeting to fill the position with another council member.
- B. **Chairperson:** The principal shall be the chairperson of the school council. Duties of the chair include:
1. Conduct school council meetings.
 2. Compiling and distributing the agenda for council meetings.
(Maintain a file of all items submitted, including on the council agenda, determine which of those items to recommend in a preliminary agenda, and bring the file with all items to each council meeting.)
 3. Serving as the official custodian of council records.
 4. Stating when a consensus is present for the record.
 5. Coordinating standing and ad hoc committees.
 6. Carrying out any additional responsibilities in these by-laws.
 7. Maintaining a file of all correspondence addressed to the school council (these records may only be discharged after having been brought to two (2) council meetings.)
 8. Provide all members of the council with copies of all school wide assessment results within three (3) days after those results are delivered to the school.
- C. **Vice-Chair:** Duties of the Vice-Chair shall include:
1. Presiding over the council meetings in the absence of the chair.
 2. Calling a special meeting of the council in the event a principal vacancy occurs.
 3. Conducting meetings necessary for the principal hiring process to take place.
- D. **Council Members:** Duties of the council members include:
1. Honoring the Ockerman Council Standard of Conduct.
 2. Knowing and adhering to the mission, philosophy, and goals of Ockerman Elementary School.
 3. Attending all council meetings, both regular and special.
 4. Encouraging and requesting opinions from their constituencies.
 5. Supporting, promoting, and communicating council decisions.
 6. Seeking information independently and as needed about issues brought before the school council, and bringing that information to the

council; so that all members may discuss issues and participate in consensus.

- E. **Secretary:** A council secretary shall be selected by the council at its first meeting each year. The secretary does not have to be a member of the council, but must be willing to perform the duties of the office. The secretary shall prepare minutes for the council in accordance with the section of "Minutes" below:

Minutes:

1. Kind of meeting (regular or special)
2. Day, date, and place of meeting
3. The word "Minutes" in the heading
4. Name of the meeting body
5. Opening paragraph, i.e., School council (kind of meeting) day, date, time, address
6. Members present; beginning with the chairperson
7. Members absent
8. Guests and staff present
9. Time the chairperson called the meeting to order
10. Presence of quorum
11. Action taken on last meeting's minutes
12. Committee Reports
13. Old Business
14. New Business
15. Items for next meeting's agenda
16. Adjournment: Date and time of next meeting (if announced)
17. Signature lines for individuals required to sign the minutes:
Chairperson and Secretary.

Role of the School Council Secretary: If the school council has a secretary, he or she will generally perform the following duties during meetings:

1. Call the roll.
2. Act as time keeper when there is a limit placed on certain agenda items or speakers.
3. Take minutes of the meetings.
4. Keep track of the progress of the meeting and the status of the agenda.
5. Read aloud written policies submitted for a council decision.
6. Record consensus or a vote on all council decisions.

The School Council Secretary can be:

1. A member or non-member (non-member is recommended) of the council.
2. Volunteer or paid.
3. A minimal recorder of motions and votes or a detailed describer of discussions.
4. A passive recorder of what is said of a helpful facilitator asking for a clearer statement of motions and pointing out the final statement if consensus has not been made.

Remember: If the school council's secretary is not a member of the school council, he or she may not participate when the council goes into a closed session. In this case, the secretary should record the process leading up to closed session, the reason for going into closed session, and the decision reached by the council when they reconvene in open session.

The Article 3.0 of the Ockerman Elementary Council's By-Laws was adopted on 10-13-16 and signed by the following Council members:

Kim B...

Laura Toebbe

[Signature]

Yvonne Henson

Jordan Farnum

Brittany Bramlage

Katya Lynn

Haley Baker

SBDM Secretary:

Susan Bell

Susan Bell