

Advisory Council Bylaws

Buckland Mills Elementary

2021-2022

I. Purpose

A. The Principal's Advisory Council (PAC) will:

1. Represent and assess the needs of Buckland Mills Elementary School community and staff;
2. Develop the school plan, reflecting the vision and mission of the school;
3. Act as advisor to the school administration on the budget, as well as the implementation, evaluation of, and modifications to, the School Plan, and
4. Recognize goal achievement and/or progress toward the goal.

B. These bylaws will provide the PAC with an established set of procedures under which to function.

II. Membership

A. The membership of Principal's Advisory Council shall include:

1. One teacher representing each of the following grade levels K/1, 2/3, 4/5;
2. One teacher or parent special education representative;

3. One school staff person representing classified personnel;
 4. The principal or his/her designee;
 5. PTO representative;
 6. Three volunteer parents reflecting the school community.
- B. Council members should be fully advised, preferably by a council member, as to the function of the council, its bylaws and that individual's responsibility to the council. Each new member of the council will be given a copy of the bylaws, current operating budget and the biennial school plan.
- C. Advisory Council members are expected to notify the office if they are unavailable to attend a meeting.
- D. Advisory Council members have an obligation to communicate with those individuals they represent by presenting ideas to the Advisory Council and by providing information on the activities of the Advisory Council to them whenever possible.

III. Selection of Advisory Council Members/Replacements

- A. Solicitation and the selection of new members will be made in September of each year.
- B. The new members will begin their terms in October of that year.
- C. The council will elect the parent members from a pool of volunteers.
- D. If there are more volunteers than positions available, members will be appointed by the existing council.

- E. Staff representatives will be selected by the team that he/she represents.
- F. In the event that a member cannot complete his/her terms, a letter of resignation will be given to the chairperson and principal. The current term will then be offered to an alternate.
- G. In the event that an alternate declines to accept the position, the council will seek other parent volunteers to fill the voting position for the remainder of the term of the vacated position.
- H. Leaves of absence may be allowed and the absence will then be filled by the appropriate alternate.
- I. In the event a member should require removal, first a letter of resignation will be requested. If a letter is not presented, then the member can be removed with a two-thirds vote of the total membership of the council.

IV. Tenure of Advisory Council Members

- A. The usual appointment for council members shall be a 2-year term. The term of any member who represents a school community shall end when the parent or guardian no longer has at least one student enrolled in the school that the parent or guardian represents.

V. Selection of Officer

- A. The Advisory Council will have the office of chairperson selected on a voluntary basis and affirmed by consensus of the council. The chairperson will alternate between staff representative and parent representative. The officer will be selected at the October meeting and begin the term immediately. The procedure for removing a council member from office is the same as that of removal of a member of the council.

VI. Responsibilities of Officers

A. Chairperson

1. Presides at meetings
2. Presents the agenda which the Principal prepares. The yearlong agenda is sent to all members in September.
3. Appoints committees when needed.
4. Serves as an ex-officio member of all committees as needed.

VII. Committees

- A. Composition of committees will be determined by the PAC using decision making/voting procedures as described in the PAC bylaws.
- B. Parent, staff, and community member volunteers may be considered to serve on committees.

VIII. Training

- A. Members of the PAC shall receive training related to school-based management and the roles and responsibilities of the Advisory Council. This training is imbedded in the meeting.
- B. The Principal and/or Assistant Principal will provide or coordinate training on effective meeting and team building techniques, developing vision and mission statements, techniques of needs assessment, developing a plan, monitoring the implementation of a plan, and evaluation of a plan.

C. Training may be given using handouts and discussion, or guest trainers/lectures.

IX. Meetings

A. The PAC will meet on the third Tuesday of each month at 6:00 pm during the school year in the Buckland Mills Library. The meetings will last no longer than 1 hour. The Chairperson may call special meetings if required.

B. The PAC meetings are open to all Buckland Mills parents, staff, and community members.

C. Meetings will be publicized through the Buckland Mills website.

D. Meeting Minutes will be posted on the Buckland Mills website at the completion of the meeting.

E. At a minimum, the following agenda items will be included in every meeting:

1. Citizen's time: The first 5 minutes of each PAC meeting will be designated as Citizen's time. Any parent, staff, or member of the community may address the PAC and will have no longer than three minutes to address the council. If possible, it would be appreciated for topics to be submitted in advance of the meeting in writing. Citizen's time may be extended at the discretion of the Chairperson.

2. Superintendent Advisory Council update

3. PTO update

4. Principal's work session will take place in closed session. Minutes will be taken to reflect the work completed then posted to the Buckland Mills website.

X. Decision Making/Voting

- A. Decisions of the council will be by consensus.
- B. In the event a vote is necessary, all primary representatives present (or alternate representatives in the absence of primary representatives) will have voting rights.
- C. A quorum of 50% attendance of council members is needed to conduct a vote.

XI. Amendments

- A. Bylaws shall be reviewed annually at the October meeting. In special circumstances the bylaws may be reviewed and/or modified at any time.
- B. Amendments to the bylaws will be considered and approved by the PAC; a separate bylaws committee will not be formed.
- C. Amendment decisions will be made using the Decision Making/Voting procedures.