

# The Sheldon Site Council By-Laws (revised September, 2018)

## Article 1

### **Name:**

The name of this group is the Sheldon High School Site Council.

## Article 2

### **Purpose:**

This Site Council will perform duties including, but not limited to:

- The development of plans to improve the professional growth of the Sheldon staff
- The improvement of Sheldon's instructional program
- The development and coordination of plans as required under the Oregon Education Act for the 21<sup>st</sup> Century
- The administration of grants-in-aid for the professional development of teachers and classified district employees
- The collection and ranking of Eugene Education Foundation grants

## Article 3

### **Membership:**

1. The Site Council membership shall include licensed and classified staff from Sheldon, parents of Sheldon students, the building Administrator or the administrator's designee, and any other members determined appropriate by the site council, including, but not limited to, community members, students, and business leaders.
2. Site Council composition shall be as follows:
  - a. Neither parents nor teachers shall make up a majority of the Site Council
  - b. At least **two** members shall be classified employees of the district (**one being the recording secretary**)
  - c. One member shall be the building administrator or the administrator's designee.
3. Site Council members shall be selected **during the spring prior to when they serve**. They will be selected from their constituent groups by the following procedures:
  - a. Licensed staff shall elect their representatives to the site council
  - b. Classified staff shall elect their representative(s) to the site council
  - c. Parents shall select representatives from parents volunteering to serve.
  - d. **Student representation will be a function of each class officer group, the term of office being one year.**
  - e. Other representatives may be selected by the Site Council, as the Site Council deems necessary.
4. Duties of the Site Council members shall include:
  - a. The responsibility to communicate the ideas, concerns, and goals to their constituent group
  - b. Active participation in the consensus-making process before voting on any questions before the Site Council
  - c. Attendance at all regular meetings; arriving on time; exceptions based on need.
  - d. Removal of a member for inability to comply with these duties will be considered upon motion by a member or petition of a member of a constituent group.

## Article 4

### **Officers:**

Officers of the Site Council will be as follows:

- The Chair will be selected by a vote of the Site Council at the spring meeting prior to when they serve. The Administrator will not serve as Site Council chair.
- The Chair will prepare agendas, run the meetings, and maintain order.
- The Recording Secretary will record the minutes and make them available on a public archive system.

## Article 5

### **Meetings:**

All Site Council meetings shall be subject to the Open Meeting Law set out in ORS 192.610 to 192.690.

## Article 6

### **Decision-making Procedures:**

1. Decisions shall be made by a consensus process among the Site Council members.
  - a. In the event consensus cannot be made in reasonable time of consideration, the Site Council may make a decision determined by a majority vote of a meeting of over 2/3 of the total members
  - b. The Chair may call for an indication of accord by a show of hands before any discussion takes place, in the interest of efficiency
2. The Consensus Process will include these steps as needed before resolving any issue by vote. Members will:
  - a. Become informed about any issue from available sources
  - b. Discuss an issue as necessary to form a resolution acceptable by all present at the meeting
  - c. Consider first the best interests of the students in reaching their academic goals, then the improvement of Sheldon as an educational institution, and finally the interests and conveniences of the individual members.
3. Consensus will be tested by a finger vote on the request of the Chair, or by motion of a member. Finger survey will be cast by members as follows:
  - Five fingers: total agreement that this is the best solution possible
  - Four fingers: agreement that this is a good solution
  - Three fingers: willing to support as an adequate solution
  - Two fingers: this solution is not a good one, but would be allowed
  - One finger: this solution is unacceptable and would be sabotaged
  - **Stand Aside Language:** *Let it be known for the record that I'm not in agreement with this motion and choose to exercise my option to "stand aside" and will not be an obstacle.*
  - **Experts Perspective language:** *to be used when more input needed – I propose to table this issue until next meeting with consult by "expert" reporting to this committee prior to a decision.*
4. Voting:
  - a. The chair, when in the opinion of the chair a consensus decision cannot be reached, may call a vote.

- b. A quorum must be present for a valid vote. ***A quorum exists when 2/3 of the membership is present. No decisions will be made unless a quorum exists. Scheduled meeting begin as soon after the designated start time as a quorum is present.***
- c. A vote will be decided by a 2/3 majority (rounding up) of those who choose to vote.
- d. When a 2/3 majority decision cannot be reached, the building administrator will make the decision.
- e. ***Stand aside language and expert's perspective language can also be used when a vote is called for.***