Gale Elementary School
Shared Decision Making
Constitution and Bylaws

I. Preamble

A. Mission

Our mission is to inspire as a team by building upon positive principles and learning as a family to prepare students for life.
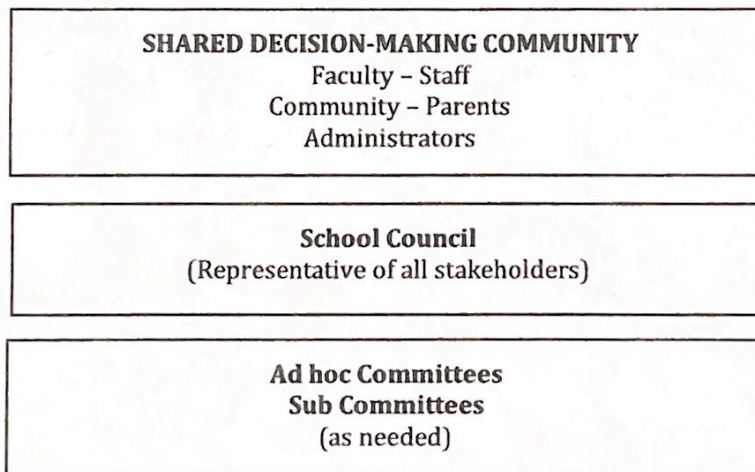
B. Vision

G - Growing intelligence in every child
A - Attitudes of respect and responsibility
L - Learning in a family environment
E - Exceeding Expectations

C. Goals

To develop students who:

1. *Realize their academic potential*
2. *Are responsible and productive citizens*
3. *Develop effective communication skills*
4. *Participate in life-long learning*
5. *Strive for self-sufficiency*
6. *Respect and appreciate diversity*
7. *Have a realistic self-concept*

II. Overview of Governing Structure

SHARED DECISION-MAKING COMMUNITY
Faculty – Staff
Community – Parents
Administrators

School Council
(Representative of all stakeholders)

Ad hoc Committees
Sub Committees
(as needed)

III. School Council

A. Definition of School Council

The School Council is a representative body of six (6) voting members and a maximum of nine (9) voting members who are elected from the Gale School Decision-Making Community according to articles III. B and III. C. The School Council is the primary governing body of Gale Elementary School. The School Council makes policy decisions for the school in accordance with Administration Regulations, Board policies, state law, and the consensus agreement.

B. Membership of the School Council

A good faith effort will be made to ensure that the ethnic diversity of the community will be reflected within the School Council team. The School Council will be composed of a minimum of six (6) voting members with a maximum of nine (9).

* 1 *principal*
* 1 *classified staff* representing teaching assistants, office staff, health office personnel, custodians, and food service employees
* 2 or 3 *parents*
* 2 or 3 *certified staff* representing all certified employees

* **Optional:** 1 *community member* who must reside in the Gale attendance area
* *Chairs of Ad Hoc Committees* will attend when necessary
* *Student Council president* will attend only when necessary, but will be briefed about the council's business each meeting. He/she will inform the Student Council.

There will be an equal number of parents and teachers on the council and together they will comprise the majority. Each voting member may have a non-voting member selected to attend meetings if the voting member is going to be unable to attend.

C. Procedures for Electing the School Council Members

1. School council vacancies will be communicated to all voting bodies in March.
2. In April, each constituency group will accept their own nominations for any vacant seat, conduct their own election, and select the required voting member.

   * *Parent representative*, whose term is not over, will run the election for the parent representative.

   * *Teacher representative*, whose term in not over, will run the selection for the faculty representative.

   * *Classified representative* will conduct the election for the classified staff representative.

   * The *facilitator* will conduct the election for the community representative.

Each constituency group will notify the school council of their selections by the first week in May. Ballots are not removed from the school and are kept as an archive. Ballots must be counted by individuals running the election and at least one other member of the School Council from a different constituency group.

3. During the first meeting in the fall, members will vote to elect a facilitator and secretary.

D. **Terms of Office**
  1. The principal will be a permanent member of the School Council.
  2. All other School Council members will be elected for two-year terms.
a. **Odd Year Elections**	b. **Even Year Elections**
1 certified representative	1 or 2 certified representatives
1 parent representative	1 or 2 parent representatives
1 classified representative	1 community representative

E. **Attendance at School Council Meetings**
Voting members are required to attend all meetings or notify the non-voting counterpart and the School Council facilitator if an absence is required. Non- attendance by a voting member for three consecutive meetings may imply an inability to serve. The secretary will send a letter to the voting member requiring their resignation. The constituency group of the resigning member will then hold an election to replace this representative.

F. **Vacancies and Replacement of the School Council**
The affected constituency group, according to Article III.C, will fill vacancies that occur during the school year.

G. **Duties of the School Council**
  1. Determine how the duties of the committee will be shared among the members of the School Council (i.e., taking minutes, chair positions, setting the agenda, etc.)
  2. Determine the method of membership of Ad hoc Committees.
  3. Decide to refer issues to Ad hoc committees.
  4. Decisions of the School Council are made by consensus.
  5. Minutes of each School Council meeting will be posted in the hallway and on the website. Copies of the minutes will be distributed to the School Council voting members, PTC, Student Council, and staff.
  6. The administrator will maintain permanent record of agendas, bylaws, and minutes of School Council business and will be responsible for ensuring that decisions made by the School Council are enforced.

H. **Meeting of the School Council**
  1. The School Council meeting will be held monthly during the school year. Special meetings may be called as necessary. Meeting days, times, and places will be determined by the consensus of the School Council members. A master calendar of the meetings will be maintained.
  2. The Gale Community will be notified of regular meetings through the Gale website, principal's newsletters, and posted on the community board/School Information Station (outside of front office). Notification of special meetings will be made.
  3. The School Council will adhere to all open meeting laws.

4. Call to the Audience: We will adhere to the governing board policy. The speaker will have 3 minutes to speak.

I. **Agenda for School Council Meeting**

The facilitator and principal 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, call to the audience, announcements, and other issues deemed necessary by the School Council.

IV. Methods of Operations

A. Voting

Each voting member has one vote, which is indicated by saying, "Aye." A simple majority of the council members entitled to vote shall be necessary and sufficient to constitute a quorum for the transaction of any business.

B. Consensus

1. 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.

2. Operation of Consensus

a. If consensus is met, the issue passes.
b. If consensus in not met the issue may be referred back to the originating subcommittee for revisions and/or reconsideration or a vote can be called.

3. Passing a Proposal

To pass a proposal, a simple majority of the voting members of the council present at the meeting is required. The chairperson of the council may vote on all actions placed before the council. A tie vote will be tabled to the next scheduled meeting.

C. 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 Gale Elementary Community.

2. Amendments

a. Any member of the Gale Community can propose an amendment to the Gale School Council Bylaws. Rationale for the proposed amendment will be presented to the School Council.
b. The School Council will decide whether to recommend the ratification of the amendment to the constituent groups by majority vote of the School Council.
c. Decisions made by the School Council of Gale Elementary are binding and made in accordance with Board policy and administrative regulations.
d. Amendments are adopted by a two-thirds vote of the ballots cast by the Gale Elementary School Community.