



Ralph Waldo Emerson Elementary School

Emerson Elementary Site Council By-Laws

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Approved by Emerson Site Council Tuesday, August 27, 2019

Article I: Mission Statement

The purpose of the Site Council is to support and facilitate the Emerson mission, core values, and vision. This group is designed to represent the entire Emerson community by giving stakeholders a voice in order to maximize the school's potential, develop partnerships and promote collaboration to nurture thoughtful leaders, and life-long learners.

Article II: Role of the Council

Make recommendations regarding school improvements including some budgetary decisions, review school surveys and data, and extend learning opportunities to promote reciprocal partnership among families, communities, and schools that reflects a shared responsibility to foster children's development and learning.

Article III: Site Council Membership

1. Council Membership will consist of the following representatives:
 - a. 2 teachers (2)
 - b. Support Staff (2)
 - c. Parents (3)
 - d. Community Member (1)
 - e. Administrator (1)
 - f. Students will be included/invited as needed to provide a report or gather specific information required, but does not sit through the entire meeting
2. Council Members appoint new members as terms end or for needed roles
3. Terms of Council Membership
 - a. 2 term commitment
 - b. No limit
 - c. Terms begin September 1st
4. Council removals and vacancies
 - a. Allowed to miss no more than 2 meetings in a term (only 4 regularly scheduled meetings)
 - b. If more than 2 meetings are missed then we will have a conversation as to whether they should still be on the council
 - c. Vacancies will be filled by appointment by the council

Article IV: Officers

Formal Officers

1. Chair (not principal)
2. Secretary/Recorder
3. Timekeeper
4. Communications officer

Article V: Meetings

1. Meetings will be scheduled Quarterly. Special meetings may be called as needed
2. Meeting schedule will be determined before the beginning of the school year
 - a. 2019 dates: 8/27, 10/15, 1/14, 3/31
3. All site council meetings will be public.
4. Voting
 - a. Consensus desired but if consensus can't be reached then majority vote is sufficient
 - b. Members can vote remotely within...
5. Meeting Agenda
 - a. Plan during next steps and chair puts it together
 - b. Agenda Items
 - i. Call to Order
 - ii. Announcement/Celebrations (take some time for recognition)
 - iii. Open for Public Comments
 - iv. Discuss Schedule Agenda Items
 - v. Call to Close

Article VI: Communications

- Announcement of meetings
- Meeting minutes - minutes will be posted on the school website
- School wide texts
- Surveying parents and/or students

Article VII: Amendments

- a. A site council member must propose an amendment through a motion, motion must be seconded
- b. Site council must vote with a two-thirds majority to pass an amendment