

# Oak Canyon Junior High Community Council Bylaws

(last revised 2020-21)

## Article 1 Purpose

### Purpose:

The Oak Canyon Junior High ( OCJH) Community Council shall be organized to provide for a cooperative means of improving and enhancing the educational program and conditions at Oak Canyon Jr. High School. The Community Council shall oversee improvement in student achievement by developing ( i) a School Improvement Plan;(ii) the School Land Trust Program; (iii) a child access routing plan; and (iv) assisting in the development and implementation of a staff professional development plan. OCJH Community council shall also advise and make recommendations regarding school and district programs and issues relating to the community environment for students.

## Article II Community Council

### Composition of Members

OCJH Community Council shall have at least four parent/guardian members, two employee members and the Principal.

The Community Council may have a larger membership provided that the number of parent/guardian members exceeds the number of employee members on the School Community Council by two.

### Voting Rights

Each member of the Community Council shall be entitled to one vote in the affairs of the Council.

### Tenure

Parent/guardian members and employee members of the Community Council may serve for up to three successive terms. The principal shall always be an ex officio member.

## Calendar Year/ Term

The Community Council shall serve from August 1<sup>st</sup> of a given calendar year until August 1<sup>st</sup> of the succeeding calendar year, constituting a council year. Each term of office shall consist of two council years.

## Re-Elections Terms

Initial terms shall be staggered so that no more than 50% of the council members stand for election in any one year. An election shall be held each year.

## Resignation

A member of the Community Council may resign at any time by delivering a written resignation to either the Chair or the Principal. The resignation shall become effective upon delivery.

Employee members resign their community council membership at such time as they are no longer employees assigned at Oak Canyon Jr. High.

Parent/guardian members may no longer serve on the Community Council as a parent/guardian if at any time during their term they become employees of the Alpine School District assigned to work at Oak Canyon Jr. High more than an average of 6 hours per week.

## Vacancy

If any vacancy occurs in the Community Council by reason of resignation, unfilled position after election is held, or otherwise, the position can be filled by appointment by the current Community Council members. Such appointee will serve the remainder of the term of the position vacated and/or serve a two-year term beginning Aug 1<sup>st</sup>.

The parent/guardian members of the council will appoint a parent/guardian, and the employees will appoint an employee. The Community Council will ratify any appointee by a majority vote. The Chair shall notify the local school board of each appointment.

## Voluntary Status

All members of the Community Council when acting pursuant to these Bylaws and in conjunction with Council matters shall be considered and are volunteers, providing voluntary services to Oak Canyon Jr. High School and Alpine School District.

## Article III

### Qualifications for Membership

#### Qualifications for Membership

Any of the following are entitled to be a member of the OCJH Community Council by agreeing to abide by these Bylaws. By expressing an interest in being a member, and by filing as a candidate and being duly elected through the election process if applicable.

#### EMPLOYEES

Membership shall be opened to all employees of Alpine School District who are assigned to work at Oak Canyon Jr. High School.

#### PARENTS/GUARDIANS

Any parent or guardian who qualifies to be a candidate for election and whose student will be enrolled at OCJH at any time during the parent's or guardian's initial term of office. EXCEPT for parents or guardians who are employed by Alpine School District and assigned to work at OCJH for more than an average of 6 hours per week. Members and leaders of the school PTSA or parent will be encouraged to file as candidates along with any other interested parents or guardians to serve on the Community council. Each candidate must file independently for election.

Note: If not already serving on the Community Council as an elected parent/guardian member, the PTSA President or a PTSA representative is encouraged to participate as a non-voting member.

#### PRINCIPAL

The principal of Oak Canyon Jr. High shall serve as an ex officio member (because of one's office) with full privileges.

Note: In accordance with Alpine School District guidelines, the OCJH Community Council should strive to be representative geographically, ethnically, and socioeconomically.

## Article IV

### Council Decision Making

#### To Conduct Business

A majority of the total number of the Community Council Shall constitute a quorum for the transaction of business.

#### Voting Changes

It is expected that the council will make recommendations, changes, amendments of official motions based on consensus. If consensus is not possible, a majority of parent or guardian members, a majority of employee members and the principal must vote in favor of a recommendation in order for it to pass.

#### Amendments to Bylaws

These Bylaws may be amended, repealed, or altered, in whole or in part; if a vote in favor is passed by a majority of the existing OCJH Community Council members.

## Article V

### Meeting of the Council

#### Regular Meetings

Regular meetings of the Community Council will be held at least 3 times per year. Meetings will be held at Oak Canyon Jr. High on a date and time to be determined by the Principal and Council Chair.

#### Order of Business

The order of business at the meetings of the Council shall be as follows (Notes from the previous meetings will be emailed out or shared electronically):

- A. Call to order
- B. Report by Community Council members
- C. New Business
- D. Adjournment

#### Attendance

Any voting member of the Community Council who fails to attend 50% of the meetings over the preceding six (6) months is subject to removal.

## Citizen Participation

All regular and special meetings of the Council are open to the public and the Council may allow patrons to speak at Council meetings during a citizen participation time. Speakers must sign up in the principal's office one week prior to the meeting. Speakers are limited to five (5) minutes and have no voting rights.

## Special Meetings

The Chair, Principal or any three (3) members of the Community Council, may call special Meetings of the Community Council. The person calling such special meetings shall require the Principal and Council Chair to fix the time and place for the meeting.

## Article VI

### Officers of the Council

The OCJH Community Council will elect a Chair and Vice–Chair to serve each year. The Chair officer will be elected from the parent/guardian members and the Vice Chair may be from the parent/guardian or from the employee members. Oak Canyon's Administrative Secretary will serve as the SCC Secretary.

## Powers and Duties of the Chair

The Chair shall have the following powers and duties:

- A. Preside at all meetings of the members of the Community Council;
- B. Call special meetings of the Community council;
- C. Prepare the agenda for the meetings of the Community Council in conjunction with the Principal. However, the Community Council shall have an open agenda and individual members of the Council may introduce items of business to be considered by the Council.

## Powers and Duties of the Vice-Chair

The Vice-Chair shall have the following powers and duties:

- A. In the absence of the Chair, to preside at Community Council meetings and to perform other duties as necessary as requested by the Council and Principal.
- B. To be responsible for the oversight of Sub-Committees.

## Powers and Duties of the Secretary

The secretary shall have the following duties and powers:

- A. Keep a record of all proceedings of the meetings of the Community Council.
- B. Keep a record of all the names and addresses , and an attendance record of the members of the Community Council
- C. File notice of meetings as directed by the Community Council.

Note: All records of the Community Council shall be open to any member of the Council.

A history of OCJH Community Council proceedings and meetings to be kept in the Principal's office. This book will be available to the public.

## Article VII

### Elections

#### General Rules:

No More than 50% of Council members stand for election in any one year.

Results of the elections shall be made available to the public upon request.

#### Determination for Vacancies

The existing OCJH Community Council shall frequently review membership of the Council to determine any vacancies, including review of membership qualifications.

#### Call for Candidates

All persons seeking to be candidates, whether parents/guardians or employees, shall declare that intention by notifying the principal or Council Chair prior to elections. Any parent or guardian of a student who meets the qualifications may file or declare himself as a candidate for election to the Community Council.

#### Notice of Elections

Written notice of the elections shall be given at least two weeks prior to the elections.

#### Qualification Evaluation

The Principal and /or the existing OCJH Community Council members shall review the qualifications of all declared candidates prior to the election.

#### **Parent/ Guardian qualifications:**

1. Has a student who will be enrolled at the school at any time during the two-year term for second or third consecutive term regardless of whether or not their student is or will be enrolled at the school during the subsequent term.
2. Is not completing his or her third consecutive term
3. Is not an employee of Alpine School District assigned to work at Oak Canyon Jr. High for more than an average of 6 hours.

**Employee Qualifications:**

1. All employees of Alpine School District assigned to Oak Canyon Jr. High are eligible for candidacy.

**Parent and Guardian Election Procedure**

Parent/ Guardian Elections shall be held at OCJH during the first Fall Community Council Meeting each year. Only parents/ guardians of students attending OCJH may vote at the election. Each parent /guardian member shall be elected by a majority vote at the election. Each parent/guardian member shall be elected by a majority vote of those voting at the election. All elections shall be overseen by the school Principal.

If a parent or guardian position remains unfilled after an election is held, the continuing and newly elected parent guardian members of the council shall appoint a parent or guardian to serve the term.

**Employee Elections Procedure**

Employee Elections Shall be held each year at OCJH at a date and time determined by the Employee Council Officer and the Principal. Each employee member, except the principal, shall be elected by a majority vote of the employees. The Principal shall serve as an ex officio member (because of one's Office) with full voting privileges. The Principal shall oversee all elections.

If an employee position remains unfilled after an election is held, the continuing and newly elected employee members of the council shall appoint an employee to serve the term.

## Article VIII

### Subcommittees

The OCJH Community Council may create subcommittees or task forces to 1) advise or make recommendations to the council; or 2) develop all or part of a plan. Any plan or part of a plan developed by a subcommittee or task force shall be subject to the approval of the Community Council. The OCJH Community Council may appoint individuals who are not council members to serve on a subcommittee or task force, including parents, school employees, or other Community members. The Vice-Chair shall be responsible for the oversight of subcommittees.