

## WESTSIDE ELEMENTARY

# School Community Council

## RULES OF ORDER & PROCEDURE

### Members

- 1) Parent Representatives – The school community council will consist of 6 parent representatives.
  - a) Elected Parent Representatives – Five of the parent representatives will be elected during the school community council election held each year in the fall and will serve for a period of 2 years.
  - b) Appointed Parent Representative – The sixth parent representative position on the school community council will be filled by the current school Parent Teacher Association (PTA) President.
- 2) School Representatives – The school community council will consist of 3 school representatives.
  - a) Elected School Representative – In the fall, the teachers at the school will elect a representative from among themselves who will serve for a period of 2 years.
  - b) Appointed School Representatives – The other two school representative positions on the school community council will be filled by the principal and the school Facilitator/Title 1 Coordinator.
- 3) Duties – attend meetings regularly; review school, district, and state data; develop school goals and plans based on data reviews; help resolve school or parent concerns as needed; welcome and encourage public participation in school community council meetings
- 4) Member Information – Each member’s name, position, year of term, and email address will be posted on the school website for public knowledge.
- 5) Removal from the Council – Members who move, fail to attend meetings, or are unable to serve on the school community council for personal reasons, will be removed from the council. A new member will be appointed by the school community council and will fulfill the term of the previous member.

### Chair and Vice Chair

- 1) Chair
  - a) Elected – After the school community council election in the fall, the school community council will annually elect a chair from among the parent representatives.
  - b) Duties – Conduct school community council meetings; inform council members about resources available on the School Land Trust Program website; welcome and encourage public participation in school community council meetings
  - c) The chair may delegate the responsibilities established in this section as appropriate at the chair’s discretion.
- 2) Vice Chair
  - a) Appointed – The vice chair is appointed by the principal and is the school Facilitator/Title 1 Coordinator.
  - b) Duties – Conduct school community council meetings when the chair is unavailable; post required information to the school website; set the agenda for every meeting; keep written minutes of every meeting; welcome and encourage public participation in school community council meetings
  - c) The vice chair may delegate the responsibilities established in this section as appropriate at the vice chair’s discretion.