

Mary F. Williams Elementary School
Principal Advisory Council By-Laws

I. **Purpose**

The Mary F. Williams Elementary School Advisory Council shall collaborate with the school principal to assess the educational needs of the school, and to provide input on the school plan and operational budget.

II. **Membership**

A. Composition

In an effort to include all stakeholders and reflect the demographics of the school community, the advisory council will be made up of the principal, assistant principal, five staff members, a minimum of 3 to a maximum of 5 parents and a PTO board representative. The five staff members will represent (1) Kindergarten, first and second grade; (1) third, fourth and fifth grade; (1) special education; (1) specialists, and (1) ESOL.

B. Selection Process

Invites will be sent at the beginning of the school year to parents and staff when open positions are available.

C. Tenure

1. Members will serve on the Advisory Council for a minimum of two years and a maximum of five years. If a member wishes to resign, a letter will need to be submitted to the chair member.
2. A council member whose child no longer attends Mary F. Williams Elementary or who no longer serves on staff may be asked to resign at the discretion of the council.
3. Unexpired terms that need to be filled when a vacancy occurs will be filled on a volunteer basis, but the member must apply the following year if they are interested in remaining a member of the council. The council will consider leaves of absence on an individual basis.

III. **Officers**

A. Duties

1. Chairperson will preside at meetings and prepare the agenda with the principal. A tentative agenda will be sent out one week before the meeting. The chairperson may appoint ad hoc committee members and may serve as an ex officio member of all committees. A chairperson will appoint a parliamentarian for the year.
2. The secretary will keep full and accurate accounts of the proceedings of all meetings of the council. The secretary will provide copies of the minutes of the meetings to all council members within one week of each meeting. The secretary will also maintain council files to include minutes, council plans, progress reports, and a copy of the by-laws. The secretary will prepare any and all official correspondence.
3. **Officer Selections**

Any voting member may be chairperson or secretary. The officers will be selected by majority vote of the council. The officers will be selected at the October meeting for a 1-year term. If a vacancy arises, the council will vote for a new officer. A council member may be removed from office by a vote by the council.

IV. **Committees**

The chairperson may appoint temporary or standing committees as needed. Council members are ex officio members of all committees.

V. **Meetings**

A. Meetings will be governed by Robert's Rules of Order.

B. **Schedule and Agenda**

Meetings will be held six times a year, every other month, on the last Wednesday of the month. Meetings will be held virtually, with the option to move to "in person", if deemed necessary. Meetings will be less than 1 ½ hours. The chairperson may call a special meeting at any time by giving council members one week's written notice. Meetings will be publicized in the minutes and the school newsletter. A tentative agenda and minutes from the previous meeting will be distributed by email at least one week in advance.

C. **Open Chair**

Council meetings are open to the public. The first ten minutes or a portion thereof of each meeting will be designated as an Open Chair period for nonmembers to address the council. The chairperson will recognize and assign equal speaking time to those who have signed in. An extended Open Chair may be included in the agenda at the discretion of the chairperson. In the event there are no community members present for Open Chair; the Council meeting will continue with the tasks outlined in the meeting's agenda.

D. **Quorum**

Five voting members shall establish a quorum. A quorum of five voting members must be present to conduct a meeting; six must be present to conduct a vote.

VI. **Decision Making**

The council will make an attempt to reach a consensus, but if it does not, a recommendation will be made based on the simple majority vote. All non-administrative council members except for the PTO board representative will be eligible to vote.

VII. **Amendments**

Amendments may be proposed by any member. Any changes must be discussed at two meetings and then be voted upon. A two-thirds majority of the members will be required for amendment approval.

VIII. **Training**

Informal training will be provided to any new members by a member appointed by the chairperson. Council members may be required to attend specialized training as needed.