

Martin Luther King, Jr. Elementary School
Advisory Council By-Laws
Updated and approved 10.12.17

I. Purpose

The Martin Luther King, Jr. Elementary School Advisory Council shall represent and assess the educational needs of the community and staff to develop a school plan and operational budget which shall reflect the school's vision, mission and goals. The Council shall act as an advisor to the school administrators on the development, valuation, and modification of the school plan. The Council shall also promote and communicate the school's vision and mission.

II. Membership

A. Composition

The Council shall be composed of the following staff representatives and parents or guardians of King Elementary students:

1. Principal
2. Assistant Principal or Administrative Intern
3. Four staff members who are representative of the certified and classified staff
4. Parents/Guardians to represent the geographic areas within King's boundaries or on transfer and reflect the ethnic and grade diversity of the student population.
5. One PTO Board Member
6. Superintendent's Advisory Representative

B. Tenure

1. Members serve on the Advisory Council for a two-year term. Members may serve two consecutive terms when no other volunteers exist for the vacancy.
2. Terms begin in September and end in June.
3. PTO representatives shall be reappointed annually.
4. Council members whose students no longer attend King Elementary or who no longer serve on the staff may be asked to resign or complete their terms at the discretion of the Council.
5. Council members who have three or more absences from Council meetings without notification may be asked to resign at the discretion of the Council.
6. When a vacancy occurs, the unexpired term may be left vacant or filled at the discretion of the Council.

C. Selection of Council Members

1. Parent or guardian representative vacancies shall be announced to, and new member applications shall be solicited from, all King school parents or guardians by letter and Social Media.
2. Staff representatives shall be solicited from certificated and classified personnel.
3. If the number of applicants exceeds the number of vacancies, names shall be chosen randomly by geographic region.
4. Council members must have students in attendance at King ES.

5. New members shall be selected each Fall for terms that begin that year.

D. Training

An orientations session shall be held for new members. It is the responsibility of the school administrators to schedule training sessions as needed.

E. Resignation

A member wishing to resign shall submit a letter to the Council. A position is considered vacant when the Council formally accepts a resignation letter.

III. Officers

A. Duties of Officers

1. **Chairperson:** The Chairperson shall oversee the affairs of the Council and preside over meetings. The Chairperson shall work with the Principal in planning and directing the agenda of the Council and in publicizing information to the community.
2. **Vice Chairperson:** The vice chairperson shall assume all responsibilities in the absence of the Chairperson. The Vice Chairperson shall serve as timekeeper during meetings, unless s/he leads the meetings in the Chairperson's absence.
3. **Secretary:** The Secretary is responsible for keeping the minutes of each meeting and maintaining a file of all minutes, plans, the current bylaws and any related information. The Secretary shall maintain records on both membership and attendance. The Secretary shall also maintain an Advisory Council Notebook and draft any official correspondence for the Council.

B. Office Selection

1. Officers shall be nominated and chosen at the beginning of the school year.
2. Officers serve two-year terms.
3. Any Council member may serve as an officer, except the principal, Assistant principal or Administrative Intern.
4. In the event a Chairperson resigns, the Vice Chairperson shall become Chairperson and oversee the affairs of the Council.
5. An election shall be held among Council members to fill vacancies created by officers who resign before the completion of their terms.

IV. Committees

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

V. Meetings

A. Schedule and Agenda

1. The Advisory Council shall conduct meetings regularly during the school year.
2. Additional meetings may be called by the Chairperson or Principal.
3. Meetings may be canceled by consensus of Council members.

4. The date, time, duration and agenda for meetings shall be determined by the Principal and Chairperson.
5. All meeting dates and times shall be published in advance.

B. Attendance

1. Members must notify the Chairperson or Principal if they are unable to attend a meeting.
2. Meetings shall be held, but no votes taken if the Council attendance does not constitute a quorum.

C. Meeting Structure

Meeting structure and decision-making shall follow a procedure modified from Robert's Rules of Order, as determined by the Council.

D. Communications

1. Minutes of all meetings shall be distributed to Council members for review and revision, if necessary, and approval at the following meeting.
2. Parents and guardians of all King students shall be notified of Council meetings in advance.
3. Activities and decisions of the Council shall be communicated to parents or guardians of all King students through newsletters, through newsletters and meeting minutes online.

IV. Amendments

Amendments to the bylaw may be introduced and discussed at a meeting and then approved by consensus and adopted at the next meeting.