

School Council By-Laws are as follows:

Existing Bylaws

Lynn Urquides Elementary School Shared Decision Making

Constitution and Bylaws

Philosophy

The School Council shall implement the mission and philosophy of Lynn/Urquides School. This shall be accomplished through the cooperative efforts of school personnel, parents, students, and community members.

Philosophy Statement

We believe that Lynn/Urquides should provide successful educational experiences for each student so that each student can compete with other students throughout the district, city, and state.

Mission Statement

Our mission is to provide quality education, which meets the academic, social, emotional, and developmental needs of our diverse population. Through positive integrated experiences, we will facilitate the total development of our children by emphasizing parent/community involvement, respect for human differences, multicultural experiences, and positive self-esteem and functional life skills.

The Purpose of Shared Decision-Making

The purpose of Shared Decision- Making is to share responsibility for education improvement as follows:

1. To improve the effectiveness, productivity and professional practices of employees.
2. To improve student learning by creating educational environments responsive to diverse student needs.
3. To enrich the educational climate.
4. To encourage commitment to and involvement by the extended community.

Membership of School Council

The School Council shall consist of the following representatives:

Parents –Parents of children enrolled in the school and not school district employees. The number of parent members should equal the number of certified staff members.

Certified Staff Members – Certified staff members representing all certified employees. The number of certified staff members should equal the number of parent members.

Two Classified Staff Members – 2 Classified Staff representing Teaching Assistants, Office Staff, White Collar and Blue Collar employees

Administrator – the principal

One Community Member

Procedures for the Election of Council Members

1. Each constituency group shall be responsible for electing their representatives. There is no limit to the number or terms any member can serve.
2. Any Council vacancies will be communicated to all voting bodies by the second week of each year.
3. The term of office for the Council will be one calendar year beginning October 15th through October 14th of the following year. No person elected shall represent more than one group at a time.

Resignations, Vacancies, and Replacements of Council Members

1. Any Council member may resign at any time by giving written notice to the council. Unless otherwise specified in such written notice, the resignation shall take effect upon the receipt of the notice to the council.
2. Vacancies that occur during the term of office will be filled according to established election procedures.
3. If the vacancy occurs within the last semester of the office, the constituency group member on the Council can appoint a replacement to complete that term of office.

Conduct and Attendance at Council Meetings

Conduct: All meetings will be conducted in accordance with Arizona Open Meeting Law and all other applicable state laws. Any question of procedure not otherwise covered by statute, state

Board Rule, or current edition of Roberts' Rule of Order shall govern Tucson Unified School District policies. Adopted rules of procedure of the Council may not be suspended except by a 2/3rds vote of the Council members present.

Attendance: If a member of the council knows they will be missing, it is their responsibility to notify the Council. Two consecutive absences without prior notification will result in that position being declared vacant. Any members of the Council who will be absent from a meeting may vote by a written proxy. Any member can only hold one proxy.

Duties of the School Council

1. The School Council shall be responsible for making decision supporting the goals as established by the Bylaws addressing those issues, property, and interests of the school, and may exercise all powers that may be granted to any such Council association except those powers which are expressly limited by applicable laws. Personnel matters shall follow TUSD Board policy and state and federal guidelines.
2. The Council shall have elected scheduled meetings throughout the year that would include monthly meetings. Special meetings can be called by the School Council Facilitator.
3. The Council shall establish and maintain for each fiscal year a master calendar of Council events for each of the committees conducting business as part of the shared decision making record of activities.
4. Items submitted for the agenda shall be in writing and may be provided by any member of the Council. Other members of the administration, staff, parents, and students shall submit their items for the agenda to any Council member for inclusion one week before the next scheduled meeting. Agenda will include attendance, review of minutes, announcements, and other issues deemed necessary by the School Council.

Responsibility: The School Council will promote decisions consistent with school goals, philosophy and mission statement. The School Council will effectively communicate with and represent the constituency from which the Council member was elected.

Scope: Shared Decision- making within existing TUSD policy in the areas of Staffing, Supply Distribution, Discipline, Scheduling, Instruction, Finance, Curriculum, and Attendance. This scope should expand as TUSD policies allow for expansion.

Voting: At all meetings of the School Council, each member of the Council shall have one vote.

Procedures for Arriving at Decisions

1. Quorum: A simple Majority of the Council members entitled to vote shall be necessary and sufficient to constitute a quorum for the transaction of any business.
2. To pass a proposal, a simple majority of the voting members of the council present at a meeting is required.
3. The Chairperson of the council may vote on all “Actions” placed before the council. A tie vote will be tabled to the next scheduled meeting.
4. Appeal: A council decision may be appealed according to established procedures:
 - *All appeals must be submitted in writing
 - *Appeals must have 75% approval of the constituency
 - *The council will act on the appeal in a timely manner
 - *Successful appeal would require $\frac{3}{4}$ vote of the council

Permanent Council Records

The council will direct and compile and maintain in the following records:

1. Annual Calendar of Events, Agenda of Meetings.
2. Minutes of all official action on each agenda item, to include the voting record of each Council Member.
3. All current committees with memberships and resolutions, which mandates scope of service.
4. Attendance at Council Meetings.
5. Such other records as required by subsequent action of the council.

Constitution and Bylaws: Procedures for Action

1. Ratification: To take effect, this document must be ratified by a two-thirds vote of the ballots by the Lynn Urquides Shared Decision Making Community.
2. Amendments: The constitution and/or bylaws of the School Council shall be subject to alteration by amendment. The School Council will decide whether to ratify the amendment by consensus of the School Council or to call for a vote of the Lynn Urquides Shared Decision Making Community. Amendments must be then approved by two-thirds vote of the staff and parents present, provided that notice of the meeting and the proposed changes are set forth in

writing at least one week prior to voting. Any member of the school community may propose an amendment.

Ratification of the Constitution

The ratification of this constitution of the council shall be effective upon $2/3$ votes of the ballots cast of the entire staff and $2/3$ votes of the ballots cast by the parent.