

***Shared Decision-Making Council
Cavett Elementary School Bylaws
(Updated 12/6/2017)***

Article I – Vision Statement

Cavett is a safe place where students, staff and parents of diverse cultures and abilities are empowered to be self-confident and creative citizens who are able to participate fully in school, work and home life.

Article II – Purpose

The purpose of the School council shall be to fulfill the duties prescribed in Article XI of the Arizona Constitution, Title 15 of the Arizona Revised Statutes and the rules of the State Board of Education.

Article III – School Council

- A. Definition of the School Council*** – *The School Council is a representative body of people who are elected from the Cavett School Shared-Decision Making community according to Articles IIIB and IIIC and is the primary governing body of Cavett Elementary School.*
- B. Membership of the School Council*** – *The number of teachers on the Council shall equal the number of parents. The teachers and parents combined shall be a majority of the Council. Parent representatives may not work for TUSD. The Council shall strive to represent the community's ethnic make-up.*

The School Council will be composed of at least the following nine members:

1 School Council Facilitator

1 Principal

At least 1 classified employee

At least 1 community member

At least 2 parents

At least 2 teachers

C. **Meetings** – Meetings will comply with the Arizona Open Meeting Law and agendas will be posted a minimum of 24 hours prior to all meetings.

D. **Procedures for Electing the School Council members** –

1. School Council vacancies will be communicated to all voting bodies by April 30th of each year.
2. The Nomination/Election Committee will accept nominations in writing until May 15th of each year.
3. Ballots will be prepared and distributed by the date of the last Cavett Professional Development Wednesday of each school year.
4. Election of School Council members by secret written ballot will take place by the date of the last Cavett Professional Development Wednesday of each school year.
5. The Nomination/Election Committee will count ballots.
6. Each constituency group will select its School Council representatives.

E. **Voting** – At all meetings of the School council, each member of the Council shall have one vote. A **majority** of the School Council must be present for a vote to take place. A **quorum** constitutes 51% of the School Council. A quorum must be present for a vote to take place.

F. **Length of Term and Officers** – Terms of service for all members of the School Council shall be one year with no term limits. The officers of the School Council shall be selected the last day of school in May by secret ballot. The members of the School Council shall assume office the first week of each school year. Officers of the School Council may include, but not limited to a Facilitator, Secretary, and Community Liaison and may include a Treasurer and Assistant Facilitator as the School Council may deem advisable.

G. **Duties and Powers** – The School Council shall be responsible for the control and management of the affairs, property and interests of the school, and may exercise all powers that may be granted to any such association of staff, faculty, and students, community representatives, and parents, except those powers which are expressly limited by appropriate laws, rules, policies or by these Bylaws.

H. Methods of Operations

1. Consensus

- a. Definition of Consensus:** *Consensus occurs when a group reaches a conclusion, which has blended the best ideas into a decision that everyone in the group can support.*
- b. Operation of Consensus:** *If consensus is met, the issue passes. If consensus is not met, the issue will be referred to the originating subcommittee for revisions and/or reconsideration.*
- c. Uses of Consensus:** *All committees, the School Council, standing committees and ad hoc committees will reach decision by consensus.*

2. Majority Vote

- a.** *Upon consensus of the School Council, an issue may be forwarded to the entire Cavett Shared Decision-Making Community or any constituent body as appropriate, for a vote by written secret ballot. Issues will be passed by a majority affirmative vote of the ballots cast.*
- b.** *Two School Council members will count written ballots*

- I. School Administration-** *The school site administration for Cavett Elementary School shall implement the policies, resolutions, and decisions of the School Council. The school site administration shall provide requisite information, including but not limited to, school budgetary and personnel issues, so the School Council may fulfill its purpose as stated in Article II of this Constitution/Bylaws.*
- J. Existing School Organizations** – *The Shared Decision Making Council of Cavett Elementary School will work with all existing school organizations (e.g. Student Council, PTA, TEA, TUSD Central Administration) to get work accomplished.*
- K. Establishing Standing Committees** – *One member of each standing committee shall be a council member designated as a liaison between the council and the committee. The School Council, by resolution adopted by consensus of the entire Council may from time to time, designate from among its members various standing committees, may also designate from among its members and non-members, which shall include students, parents, staff and faculty, such other committees as the School Council may deem desirable, such powers and authority as may be provided in a resolution. Each committee shall serve at the*

pleasure of the School Council.

*Standing Committees **may** include:*

Agenda

Budget

Curriculum

Instruction

Personnel/Hiring

Training/Staff Development

Discipline

Attendance

Community Involvement

Nomination/Election

- L. **Maintenance of School council Records and Policies** – The School Council Facilitator and Cavett Office Manager shall keep records of meeting agendas, minutes and all other records.*
- M. **Amendments** – The Constitution/Bylaws of the School Council shall be subject to amendment. Amendments must be approved by two-thirds (2/3) vote of the staff and parents present, if notice of the meeting and the proposed changes are set forth in writing at least one week before voting. Any member of the school community may propose an amendment.*
- N. **Ratification** – The ratification of this Constitution/Bylaws of Cavett Elementary School shall be effective upon a two-thirds (2/3) vote of the classified and certified staff, members of the School Council and the entire Cavett community.*

Cavett Elementary School Ratified these Bylaws:

***Date Signed:** _____*

***Principal:** _____*

***Faculty/Staff:** _____*

***Parents:** _____*