

Thunder Mountain High School Site Council By-Laws

The TMHS Site Council was created and empowered by the City and Borough of Juneau School Board to represent the membership of the Thunder Mountain High School students and community in a decision making capacity. The council shall address issues brought by its membership.

Article 1

The Role of the School Site Council

The school site council is a group of teachers, parents, classified employees, community members, and TMHS students that will work with the principal to develop, review, and evaluate school improvement programs and school budgets.

Article 2

Members

Section A: Membership

The site council will consist of up to 22 members from the following groups:

- 1 TMHS Administrator
- 1 JESS (Juneau Education Support Staff)
- 4 Certified Teachers (One member representing JEA)
- 2 Community At Large
- 4 Students (One from each Academy or Grade)
- 1 University Member (UAS)
- 1 School Board Member
- 8 Parents (Parents or Adults who have students at TMHS, one of which represents the PTO and one Activity Committee member)

Each group is responsible for selecting its representatives.

New members will be seated at the May meeting.

Absences shall be noted in the minutes.

There will be up to four (4) alternates. The alternates will be selected based on the letter of commitment that they submit to the council. The alternates are expected to attend all meetings as noted in Article 2 Section C of these By-Laws. Alternates must make known their identities / represented group to the chair and recorder before being seated as a voting member.

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Section B: Terms of Office

A term of service on the Site Council will consist of two years. Student memberships are for one year. The goal of the council is no more than 50% turnover for non student positions each year.

Section C: Termination of Membership

The council, by a majority vote of the members present, may terminate an individual's membership. The council may consider termination of any member who has missed 3 meetings without reasonable cause.

Section D: Vacancy

If the number of nominees appearing on the ballot exceeds the number of membership positions available, after the available site council seats are filled, the remaining nominees will be placed on sub committees or as non-voting alternate members. A vacancy of a voting member will be filled at the earliest opportunity.

Article 3

Officers

Section A: Officers

The officers of the council will be a Chair, alternate Chair, and Recorder.

Section B: Election and Terms of Office

Officers of the School Site Council will be elected at the April meeting and will serve for one year or until each successor has been elected. Officers may not serve for more than two consecutive years in these positions.

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Section C: Duties of Officers

The Chair will:

- Serve as the facilitator for the meetings. Only the Chair or Alternate Chair will serve as spokesperson for the council. Special meetings may be called by the Chair.
- Prepare a written agenda and is responsible for distribution of proposed agenda to members 3 days before the meeting date.
- Notify appropriate groups of excessive absences by their representatives and may request an alternate representative.
- Be familiar with the Site Council By-Laws and Operating Procedures outlined in the by-laws.
- Help organize subcommittees by encouraging Memberships from various groups.

The first meeting as Chair is usually the fall meeting. May meetings are held in conjunction with the current year's Chair.

The Alternate Chair will:

- Conduct the duties of the Chair/Facilitator in his or her absence.
- Is familiar with the Chair duties.
- Consults with the Chair as needed.

The first meeting as Alternate Chair is usually the fall meeting.

The Recorder will:

- Take minutes and reflect the name of the organization, the date, time, meeting place, approval of the previous minutes, reports (names of members who gave them and action taken), each motion, and time of adjournment. Minutes should show members present and absent.
- Be responsible for preparing and submitting the draft and final minutes of the meeting to the council, principal and webmaster for publication within one week.
- Send letters from the council to various members of the community regarding concerns that affect TMHS. Letters are drafted by members from the Site Council and sent from the Recorder, who makes a record copy.
- Attend each meeting and if there will be an absence find a replacement to take notes and follow through with editing and submission as noted above.
- Keep an updated Site Council member roster and copies of handouts at each meeting.
- Give a final recorded copy of the minutes to the Librarian to keep for historical purposes In the Library.

The first meeting as Recorder is usually the fall meeting.

Article 4

Committees

Section A: Committees

The council may establish and abolish committees of their own membership to perform duties as prescribed by the council. No committee may exercise the authority of the council.

Section B: Membership

Unless otherwise determined by the council, the council chair will appoint members of standing or special committees. A vacancy on a committee will be filled by appointment made by the chair.

Section C: Terms of Office

The council will determine the committee membership, terms of appointment and guidelines.

Article 5

Operating Procedure

Section A: Meetings

Meetings will be conducted by modified parliamentary procedure.

Meetings will be held the first Thursday of the month, or as needed.

Meetings will be 90 minutes long from 5:30pm – 7:00pm.

Meetings will be called to order promptly at the scheduled time.

New business items will be a maximum of five minutes in length and may not appear on the agenda for more than 3 consecutive meetings, or at the Chairs discretion. Presentation and discussion of each agenda item may extend to fifteen minutes.

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Each meeting will have a written agenda. Acceptance of the agenda will be voted on at each meeting and agenda items may be added if the council concurs. Agenda items for the next meeting should be made prior to adjournment.

Minutes will be taken as described in the Recorder's duties.

An agenda will include, but not be limited to:

- Roll of members (Possible attendance graph)
- Call to Order
- Approval of Agenda
- Approval of Minutes
- Introductions/Public Participation
- Principal's Report
- Student Council Report
- Budget Committee Report
- Unfinished Business
- New Business
- Future Meetings

Special meetings may be called by the Chair.

Section B: Motions

Motions will be passed by a minimum of two-thirds majority of members present; however, consensus will be the goal in all actions.

Section C: By-Laws

By-Law changes will be passed by a minimum of two-thirds of members present; however, consensus will be the goal in all actions.

Section D: Quorum

50% of the membership plus 1 shall constitute a quorum.

Section E: Meetings Open to the Public

All meetings are open to the public, and will be publicized in advance. Members of the public will be limited to (3) three minutes, for a maximum of (15) fifteen minutes at the discretion of the Chair for addressing the council. Anyone wishing to address the council will present their topic of discussion to the site principal or the site principal's secretary 7 days in advance in order to get the items on the agenda. Voting privileges are only for the recognized members.

