

North Canyon High School

Paradise Valley Unified School District

School Council Bylaws

2019-2020

Article I: School Council Mission Statement

Section 1 The mission of the North Canyon High School Council is to assess present philosophy and goals and direct future goals through a balanced representation of students, staff, parents and community.

Article II: Purpose and Procedures of Bylaws

Section 1 The bylaws are established consistent with A.R.S. Section 15-351, and the Paradise Valley School Board Policy CD. They are intended to enable efficient operation of the School Council.

Section 2 Members, when selected or appointed, shall receive a copy of the bylaws

Section 3 The School Council shall annually reaffirm or review the bylaws at the first meeting of each school year.

Section 4 The bylaws may be amended at any regular School Council meeting with consensus of a quorum (one over one-half)

Article III: Membership

Section 1 Members of the NCHS School Council will include three certified staff members, three parents, one classified staff member, one community member, the principal and up to four students with a mix of male/female and under/upperclassmen.

Section 2 Members will either be selected by the representative bodies (certified, classified, parent and students) or selected by the principal (community).

Section 3 Term limits will be set at three years. Efforts will be made to rotate and stagger terms among representative group memberships. Representatives will not serve more than two consecutive terms. If there be a time when no candidate steps forward from a representative body, then the School Council may approve continuation of the School Council Representative.

Section 4 A member shall no longer hold membership should e/she be:

- A. A parent representative whose child is no longer enrolled at NCHS.
- B. No longer certified
- C. A council member who fails to attend two consecutive meetings without notification.

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- D. Not interested in serving and submits a letter of resignation to the principal.

Section 5 If a replacement member is needed, the appropriate representative group will be notified so that they may select, through a process that they decide upon, a suitable candidate. If the replacement is for a community member, the principal will be responsible for selecting a new representative.

Article IV: Membership Roles

Section 1 Membership roles will be designated at the first meeting of each year and shall include, but not be limited to:

- A. Facilitator - The principal will serve as the facilitator, conducting the meeting according to the agenda and ensuring that all members have the opportunity for active participation.
- B. Secretary - The secretary shall keep full and accurate accounts of the proceedings and post the minutes on the North Canyon High School website.

Section 2 As representatives of their various groups, School Council members are responsible for:

- A. Attending School Council meetings.
- B. Soliciting input from representative group members.
- C. Reporting back to representative group members.

Article V: Business Procedures and Structure

Section 1 The NCHS School Council meeting calendar shall be set at the first meeting of the year.

Section 2 Meetings may be canceled and/or rescheduled as deemed necessary by the principal and/or School Council with proper notice.

Section 3 The meeting may be canceled if a quorum is not present (one more than half of the members). A quorum shall consist of at least half of the members of the group, with at least one parent and one certified member in attendance. A substitute facilitator may be designated.

Section 4 Additional meetings may be scheduled if deemed necessary by the principal and/or the School Council with proper notification.

Section 5 A public posting of each meeting agenda, including the time, place and topics to be

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discussed will be made at least 24 hours in advance of the meeting to conform to the open meeting law A.R.S. section 38-431.02.

Section 6 The principal is responsible for coordinating, posting and distributing the agenda.

Section 7 Visitors at the School Council meetings shall identify themselves and be noted in the minutes. Any visitor may speak on any of the agenda items by completing a request card and presenting it to the principal prior to the beginning of the meeting. Remarks may be limited to 3 minutes per topic for an individual and 5 minutes per topic for an individual speaking on behalf of a group of organization.

Article VI: Decision Making Process

Section 1 Decisions shall be made by consensus whenever possible.

Section 2 The group may choose not to come to a decision.

Section 3 The group may table items pending further information or opportunity for feedback from representative groups.

Section 4 For any given agenda item, the School Council may designate a Task Force to gather appropriate information and make a recommendation at an upcoming School Council meeting.

Section 5 Should no consensus be reached after thorough research and secondary discussions and deliberation, and it is deemed appropriate to vote, a vote may be taken on a given decision.

Rev: 10/18