

PITTSFIELD MIDDLE HIGH SCHOOL
Site Council By-laws

ARTICLE I: PURPOSE

To provide Pittsfield Middle High School with a governing body composed of students, educators, parents and community members, that will review, modify and make decisions regarding areas of high interest including but not limited to procedures, practices, and structures, in order to have a positive impact on the educational process and school climate.

ARTICLE II: MEMBERSHIP

Section A: Voting Members

- 10 students;
- 6 faculty;
- 3 community members

Section B: Non-Voting Members

In addition to these voting members, the Dean of Operations, Dean of Instruction, Director of College and Career Readiness, the Director of Student Services, and the Director of Interventions/Title I Manager will be non-voting members of the council.

Section C: Alternate Members

Each constituent group will also include an alternate member who may vote in absence of another constituent member.

ARTICLE III: ELECTIONS AND APPOINTMENTS

Section A: Student Members

All student representatives must be in class standing, which is outlined in the Student and Family Handbook.

Students will be elected/appointed as follows:

1. Six student representatives will be elected by their peers, with one representative from each grade.
2. One student representative will be appointed by the Justice Committee.
3. One student representative will be appointed by the Advisory Council.
4. One student representative will be appointed by the Student Council.
One student representative will be appointed by the IMPACT Team.

Section B: Staff Members

1. Four staff representatives will be appointed by their teams, with at least one representative from each team.
2. One staff representative will be appointed by the student members of the council with the approval of the council.
3. One staff representative will be appointed by the Dean of Operations with the approval of the council.

Section C: Community Members

All three community representatives will be appointed by the Superintendent with the approval of the Site Council.

1. One community representative must be a parent or guardian of a current Pittsfield Middle High School student.
2. One community representative must be a community “at-large” member and not a parent or guardian of a current Pittsfield Middle High School student.
3. The third community representative may be a parent, guardian or community “at-large” member.

Section D: Alternate Members

1. Each constituent group will include an alternate member who may provide input and vote in the absence of another constituent member.
2. An alternate member may vote if a proxy vote from an absent member was not submitted.
3. Alternate members will be appointed by constituent groups with the approval of the council.

ARTICLE IV: TERMS AND LIMITS

1. Elected seats will be held for a two-year term, with the possibility for re-election.
2. Appointed seats will be held for a two-year term, with the possibility for reappointment.
3. There will be no term limits.
4. Elections and appointments will occur during the month of May.
5. Terms will run from June 1 to May 31 of each year.
6. If a member is not able to fulfill their term, the seat would be filled by the method the previous member was selected for the duration of the previous member’s term.

ARTICLE V: ATTENDANCE

Section A: Meeting Attendance

If you are going to miss a meeting, you need to notify the recorder prior to the meeting. Any member may have his/her attendance reviewed by a Site Council attendance committee based on the following:

- two consecutive absences in a school year; or
- three total absences in a school year

Section B: Removal

The attendance committee has the authority to remove members for absenteeism with the approval of the Site Council. If the Attendance Committee removes a sitting member, the seat would be filled by the method the previous member was selected.

ARTICLE VI: MEETINGS

Section A: Meeting Dates and Times

The Site Council will meet twice a month during the school year. One meeting will be held during the school day and another in the evening. The Site Council will also meet as needed over the summer months.

ARTICLE VII: COMMITTEES

Section A: Committee Development

Committees for the Site Council will be designated and developed as the council finds necessary in any given year.

ARTICLE VIII: OFFICERS

Section A: Officers

Officers for the Site Council will be elected by voting members at the beginning of each term by secret ballot. The elected officer will hold the position for one term. Officers will include the following:

Co-Chairs:

- Student Chair;
- Adult Chair

Recorder:

- Any member of Site Council

Co-Communication Leads:

- Student Communication Lead;
- Adult Communication Lead

Section B: Roles and Responsibilities

The roles and responsibilities of officers will be defined by the Site Council.

ARTICLE IX: DECISION-MAKING

Section A: Quorum

1. The Site Council requires that 66% of the voting membership be present if it is to make any policy decisions. A meeting could take place without this required quorum, but no formal action could be taken.

Section B: Voting

1. When a formal vote of the council is necessary, a request for such a vote can be made by any council member. This request would need a second and then the group would need to pass the motion in a formal vote, requiring a simple majority.
2. In matters that require a formal vote, a quorum, defined as 2/3 of voting members, must be present.
3. Members who anticipate they will be absent from a meeting may submit a proxy vote to a non-voting member prior to the start of a meeting.
4. Any item considered by the Site Council that requires a vote of the council must be placed on the agenda as a decision item for a subsequent meeting. In emergency situations only, this requirement can be waived with approval of 2/3 of the members present.
5. Any decision that is made by the Council, whether by consensus or formal vote, can be revisited if a simple majority of members agree to bring it back to the floor, or if it is vetoed by the Dean of Operations.

Section C: Veto Power

1. The Dean of Operations has the right to veto any decision made by a formal vote.
2. A veto may be overturned by a 2/3 vote of voting members.

ARTICLE X: PROPOSALS

Section A: Process

1. The co-chairs will review all proposals to ensure they are complete.
2. All completed proposals will be presented to the Site Council.
3. Following the discussion and debate of the proposal, the Site Council will vote on the proposal. The co-chairs will notify the individual(s) or groups who submitted the proposal of the council's decision.

ARTICLE XI: APPEALS PROCESS

Section A: Process

1. An appeal must be submitted in writing to the co-chairs within thirty dates of notice of decision.
2. The co-chairs will review the appeal statement and the appeal shall be heard by the council.

Section B: Appeal to the School Board

1. If the appealing party is dissatisfied with the Site Council's decision on the appeal, a further appeal may be made in writing to the PMHS School Board.

ARTICLE XII: AMENDMENTS

Section A: Process

1. Amendments to the bylaws can be made at any time.
2. Amendments must be submitted in writing using the proposal form.

Section B: Passing an Amendment

1. In order for an amendment to pass, a 2/3 vote is needed.

ADOPTED: JUNE 20, 2012

AMENDED: JUNE 17, 2015