

UMS School Community Council Bylaws

1. Elections for SCC Representatives:
 - a. Notification of election dates and procedure for declaring interest in serving on the SCC will be mailed out the first week of June from Union Middle School.
 - b. Interest sheets will be collected by the last week of June prior to the beginning of the school year.
 - c. The council will consist of a maximum of 15 parent members and a maximum of 10 staff members.
 - d. All elected positions are for 2-year terms.
 - e. Ballots will be mailed to all parents the second week of July.
 - f. Voting will take place from the third week of July and end the evening of Back to School Night in August.
 - g. If a council member resigns or a position was not filled during elections, the council may add members to the committee through a simple majority vote.
 - h. In case of a tie the number of parent members on SCC will be increased for one year only and all parents who tied will be added to the council.
2. The SCC will meet four to five times a year. Suggested months are September, November, January, March, and May. The majority of the council must approve of canceling and/or calling additional meetings. Meeting rescheduling will be done through email and then posted on the website when necessary.
3. The election for a chairperson, co-chair, and recorder will occur in the first meeting of the new school year in September.
4. Meetings Norms:
 - a. Meetings will begin on time, use time wisely and finish on time, and stay focused on the agenda.
 - b. Members and guests will come prepared to participate and avoid side conversations.
 - c. Respect for others in verbal and non-verbal communication will be shown at all times.
 - d. Avoid disruptions by silencing cell phones and taking necessary calls or conversations out of the room during meetings.
 - e. If for some reason a member cannot attend a scheduled meeting, notification should be given to the Chair, co-chair or principal prior to the meeting.
5. Leadership positions include:
 - a. Chair: Creates agendas and conducts the meetings. Other duties as outlined in CSD policy
 - b. Co-Chair: Works with the Chair and conducts the meeting at request of chairperson. Will be elected from either the parent or school employee group.
 - c. Recorder: Takes notes at the meeting and creates the minutes for approval by the SCC.
6. A patron may bring a topic to the SCC by contacting the Chair at least one week prior to the scheduled meeting and asking to be added to the agenda. The SCC may invite any person/group to make a presentation on issues pertinent to the role of the SCC. The items that are appropriate for discussion by SCC include, but not limited to:
 1. School Improvement Plan (CSIP)
 2. School LAND Trust Plan
 3. Advise and make recommendations regarding school programs, professional development and issues relating to the community environment for students.
 4. Parent/School communication and involvement.
 5. Safe Walking Route
7. Items not to be discussed by the School Community Council include:
 - a. Any personnel issues
 - b. Individual student information

These Bylaws will be posted on the SCC page of the school website. Each SCC member will read and agree to abide by the Bylaws as signified on their declaration of candidacy and at the beginning of each school year.