

**Silver Gate Elementary
Governance Team By-laws & Mission Statement
2020/2021**

Every student at Silver Gate Elementary School can and will learn in a safe, caring environment through a curriculum designed to meet his or her needs.

A. NAME OF COUNCIL

The name of this council will be Silver Gate Governance Team

B. ROLE OF GOVERNANCE TEAM

Within appropriate district procedures and collective bargaining agreements, the Silver Gate Governance Team will be empowered to make recommendations and decisions.

C. SCOPE OF DECISION

- ☐ Curriculum/Programs
- ☐ Assessment/Instruction
- ☐ Parent/Community Involvement
- ☐ Student Achievement
- ☐ Technology
- ☐ Staffing
- ☐ Budget
- ☐ Facility

D. MEMBERS

1. Size & Composition

Silver Gate Governance Team will be composed of ten (10) members as follows:

The needs and resources of the school Governance Team require that membership include A broad representation of parents and staff. Representation on the Governance Team will be: The principal, representatives of teachers selected by other school personnel at the school, parents of pupils attending the school selected by such parents.

Administrator (1)

Certificated (3) that includes the SDEA Representative

Classified (1)

Parents (5)

2. Term of Office

All members of the Governance Team will serve a two-year term. Half of the team will serve a one-year term to implement a staggered term replacement procedure for the first year of the team's existence.

3. Decision Making Process

While the members will strive for consensus in decision-making in order to pass and implement any procedure, there must be a two-thirds majority.

- a. The Silver Gate Governance Team will strive to reach full consensus on all matters.
- b. In the event that the members cannot reach full consensus, the chairperson will call for a five minute break. The chairperson and an administrator will then determine procedure for resolution which may include, but not be limited to:

- ☐ Tabling the item under discussion
- ☐ Caucusing
- ☐ Mediation (District Policy)
- ☐ Arbitration (District Policy)
- ☐ Forming of task forces to make recommendation to the Governance Team

4. Ratification and Amendment Procedure

Ratification of the Silver Gate Governance Team by-laws requires a 50% plus one vote of the members in attendance. The by-laws may in no way supersede the established Federal, State and District guidelines and regulations. The bylaws will be reviewed annually.

Amendments to the bylaws require:

- ☐ A quorum of Governance Team members, and
- ☐ 50% plus one vote of the Governance Team members in attendance

5. Evaluation

The Silver Gate Governance Team will assess its effectiveness in a procedure that is in compliance with guidelines from State and District.

6. Termination of Membership

A member will no longer hold membership should he/she cease to be a resident of the area or no longer meets the membership requirements under which he/she was selected (e.g. a parent becomes employed by the district). Membership will automatically terminate for any members who are absent from all regular meetings for a period of three consecutive months. The Governance Team can suspend or expel a member by a vote of 50% plus one of all the members.

7. Transfer of Membership

Membership in the Silver Gate Governance Team is not transferable or assignable.

8. Resignations

Any member may resign by filing a written resignation with the Silver Gate Governance Team.

9. Vacancy

Any vacancy on the Governance Team will be filled for the remainder of the school year by appointment by the chairperson. If the unexpired term is for another full year thereafter, the term for that year will be filled by the regular selection process.

E. OFFICERS

1. Officers

The officers of the Silver Gate Governance Team will be a chairperson, co-chairperson, recorder, and such other officers as the Governance Team may deem desirable.

2. Election and Term of Officers

The officers of the Silver Gate Governance Team will be elected annually and will serve for one year or until each successor has been elected. 3. Removal Any officer may be removed by a 50% plus one vote of all members sitting on the Silver Gate Governance Team whenever, in the judgment of the Governance Team, the best interests of the Governance Team would be served thereby.

4. Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise will be filled by the Governance Team by special election for the unexpired portion of the term.

5. Chairperson/Co-Chairperson

The chairperson and/or co-chairperson will preside at meetings of the Silver Gate Governance Team; will sign all letters, reports, and other communications of the Governance Team; and will be responsible to:

- a. Ensure that the Governance Team abides by the by-laws and as mandated by school district and State educational policies.
- b. Prepare the agenda and designate the amount of time to be spent on the agenda items. Note: Agenda items are due three working days prior to the next meeting. No new agenda items will be added to the agenda unless agreed upon by the majority.
- c. Set meeting agendas with administration.
- d. Ensure that the meeting is well organized (keep the group on task).
- e. Be a gatekeeper (everyone is heard).
- f. Follow Robert's Rules of Order.
- g. Post the notice of the Governance Team meetings on the bulletin board in the lounge and workroom.

6. Recorder A recorder will volunteer or be nominated to serve a one-year term and will be responsible for taking the minutes of the meeting and submitting them to the office for typing. Minutes shall be given to the chairperson/co-chairperson five days prior to the next meeting. The recorder is also responsible for making any corrections to the minutes as requested by Governance Team members.

F. MEETING OF THE SILVER GATE GOVERNANCE TEAM

1. Regular Meeting

The council shall meet regularly, as needed during the school year, holding a minimum of 5 meetings per year.

2. Special Meetings

Special meetings may be called by the Chairperson or majority vote of the Silver Gate Governance Team.

3. Place of Meetings

The Silver Gate Governance Team will hold its regular monthly meetings and special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

4. Notice of Meetings

Notices of the meetings will be posted at the school site 24 hours prior to the meeting. The notices will specify the time, date and location of the meeting, and an agenda describing each act of business to be discussed or acted upon.

5. Posting of Minutes

Agenda items and decisions of the Silver Gate Governance Team will be posted at the site in a central location. Drafts of the minutes will be posted on the parent board in the main foyer.

6. Quorum

The presence of 50% plus one of the total membership will be required in order to constitute a quorum necessary for the transaction of the business of the Silver Gate Governance Team.

7. Conduct of Meetings

All regular and special meetings of the Silver Gate Governance Team will be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation.

8. Meetings Open to the Public

All meetings will be open to the public unless there is an issue on the agenda which requires it to be a closed meeting. Any person who wishes to address the Governance Team needs to be on the agenda.