

# SCHOOL COUNCIL BY-LAW

District: Marshall

School: Marshall County High

Number: III

## BY-LAW TOPIC DESCRIPTION

### **Selection Procedure**

*According to school board policy #02.421*

## BY-LAW STATEMENT

### **A. Election of Teacher Members**

Procedures for holding elections for the teacher council members shall be the same as those governing the election to determine if the school will adopt SBDM. Teachers may nominate themselves or another teacher by letter of nomination. The letter shall be signed either by the candidate nominating self, or by the teacher nominating a colleague. All letters of nominations shall be submitted to the Principal during the second full school week of April. The Principal shall ask each person nominated to sign a letter stating that he or she is willing to serve on the council if elected and that he or she meets the qualifications listed in Qualifications for Membership. Elections of teacher members shall be held during the 1st full week of May. The Principal shall prepare a ballot containing the names of all eligible and accepting teachers nominated and post on the council bulletin board in the workroom of the main office no less than five (5) days prior to the teacher elections. The Principal shall chair and oversee the meeting to elect teacher members to the council. Teachers must be employees of the district and currently assigned to the school where they are nominated as council members. Only itinerant staff members may vote by absentee ballot the day of the election. Teachers shall convene in a room to be designated by the Principal and shall be given a ballot listing the same names as posted and shall vote for no more than three (3) candidates. The ballots shall then be collected and counted in the presence of the teachers. The top

three (3) vote receivers shall serve as council members. In the event of a tie for the third teacher position, selection will be determined by a coin toss. The Principal will announce at the meeting the elected council members and the Principal will post on the council bulletin board in the workroom of the main office the list of elected council members by the next day.

## **B. Election of Parent Members**

Notice of the election of two (2) parent council members shall be provided by the Principal to the parents and to the president of the school's parent-teacher organization. The notice shall state that the parents who are members of the parent-teacher organization may vote to elect the parent council members. The date of the nomination meeting shall be set in cooperation with the president of the parent-teacher organization. If the school does not have a parent-teacher organization, then the Principal shall set the date and time for a meeting of parents to nominate parent council members. The Principal shall provide notice of this meeting to parents at least seven (7) days prior to the meeting, by notifying the local newspaper of the date, time and place of the meeting in a manner that gives sufficient time for the newspaper to provide notification to the community.

Nominations shall be made in writing and submitted to the principal at least five (5) school days prior to the date scheduled for the meeting to elect parent members. The Principal shall ask each person nominated to sign a letter stating that he or she is willing to serve on the council if elected and that he or she meets the qualifications listed in Qualifications for Membership.

The meeting to elect parent council members shall be held after normal working hours at a time and place convenient for parents to attend. The Principal shall notify the local newspaper of the date, time and place of the vote in a manner that gives sufficient time for the newspaper to provide notification to the community of this election meeting. The notice shall be given at least seven (7) days prior to the meeting. The election meeting will be held during the 1st full week of May. The Principal shall chair and oversee the election. Each parent, in attendance at the meeting, of a student of MCHS shall receive a ballot listing the names of those nominated and shall vote

for no more than two (2) candidates. The ballots shall then be collected and counted in the presence of the parents. The top two (2) vote recipients shall serve as council members. In the event of a tie for the second parent position, selection will be determined by a coin toss. The Principal will announce at the meeting the elected parents and will post on the council bulletin board in the workroom of the main office a list of the elected parents. The Principal will notify the local newspapers of the results of the parent election.

Adopted 1-13-97  
Revised 4-21-98  
Revised 6-12-00  
Revised 11-14-01