

ROSA PARKS ELEMENTARY SCHOOL PRINCIPAL'S ADVISORY COUNCIL BY-LAWS

PURPOSE

The Rosa Parks Elementary Advisory Council will:

- Advise the Principal.
- Solicit input from the school community.
- Research new ideas and programs.
- Provide input and support to the school's budget.
- Provide input and support revisions of the Strategic Plan.

The Council will ensure that all programs and activities support the philosophy and objectives of Rosa Parks Elementary School and the Prince William County School Board.

MEMBERSHIP

Membership of the Rosa Parks Advisory Council shall consist of:

- Preferred staff members representing one of each of the following categories: Pre-K-1-2, 3-4-5, Special Education, ESOL, Encore/Specialists, Classified.
- Staff Alternates: Two alternates may be designated by the principal to fill in for the above staff representatives in the event of an absence.
- Parents and designated proxies representing geographical neighborhoods: "M", "N", "O", "P", and "R"/Spriggs Road sections.
- If the appointed representatives mentioned are unable to attend, the designated proxy member for that community may attend in their place.
- The building Principal, Assistant Principal, Superintendent's Representative, and a P.T.O. member representing the P.T.O. board will remain constant members of the Advisory Council. The Principal, Assistant Principal, Superintendent's Representative, and P.T.O member are non-voting members of the Advisory Council (unless also representing a community).
- Membership will be composed of volunteers who will represent a cross section of the community and staff.
- Any member who must be absent will notify the Secretary ahead of time.
- Review by the Vice Chairperson or principal's designee of all members' attendance will be ongoing. More than one absence within one year without cause or notice to the Secretary will result in dismissal from the Council.

SELECTION

- Parents must have a child enrolled in Rosa Parks Elementary School.
- Selection will come from volunteers within each category. If there are several volunteers, selection will be by lottery.
- Appointments may be filled by the Principal in the case of interrupted terms.
- Selections will be made prior to the start of the current school year.

TENURE

- All board members shall commit to one school year term of service. (Terms are from July 1 – June 30.)
- The Chairperson will be chosen from the current voting board members.
- Current members may volunteer to be reappointed at the expiration of their term. However, if there is more than one volunteer, the decision will be made by lottery.
- In the event of resignation, a two week notice to the council shall be provided.
- Grounds for removal from the Council will be absenteeism or refusal to follow Quality Meeting guidelines.

OFFICERS

- The officers will consist of a Chairperson, Vice Chairperson, and Secretary.
- The Chairperson will be nominated and chosen by ballot vote at the May meeting.
- The Vice Chairperson and Secretary will be elected and chosen in September so that new council members have an opportunity to participate in voting or hold an office.
- Only voting members may hold an office to avoid conflict of interest.

DUTIES OF OFFICERS

CHAIRPERSON:

- Preside over and conduct all meetings.
- Develop the agenda along with Principal.
- Distribute pertinent information to members the Friday prior to all Monday meetings to allow preparation/consultation opportunities.
- Appoint Committees and Chairpersons.
- Will respond in writing, along with the Principal, to questions posed during Open Chair.

VICE CHAIRPERSON:

- Exercise all functions in the absence of the Chairperson.
- Monitor membership attendance and enforce attendance policies.
- Assemble, collect and distribute Advisory Council binders and name plates to all members.

RECORDING SECRETARY:

- Keep complete and accurate records of all meetings.
- Provide a copy of the meeting minutes to all members prior to the next meeting.
- Post Advisory Council information on the school's website with the assistance of a staff member.

AGENDAS

A proposed agenda for the next meeting will be devised with the council at the conclusion of each meeting. Members of the Council may suggest additional items to be added one week prior to the next meeting. Contact the Chairperson for any changes to the agenda.

October 8, 2024

MEETINGS

- Meetings will begin at 6:15 p.m. on the Second Tuesday of every month beginning in September.
- Additional meetings will be called as necessary.
- Community input is welcome through the use of the Open Chair. Those who wish to speak should sign in before the meeting. If there is more than one person for Open Chair, the 10-minute time slot will be divided equally. The Council Chairperson, along with the Principal, will respond in writing to questions posed and provide copies to Council membership.

DECISION MAKING

- Decisions of the Council may be made by consensus.
- Decisions of the Council may be made by voting.

COMMITTEES

Committees will be formed, as necessary, by the Council. Membership and Chairperson for each Committee will be appointed by the Council Chairperson.

HANDBOOK

Handbooks will be kept current and Council materials, if a physical notebook, should be returned to the Vice Chairperson at the end of the Council member's term.

AMENDMENTS

Amendments may be proposed at a Council meeting and decided by consensus at the next meeting. If consensus cannot be reached, the amendment will carry with two-thirds of voting membership.