

Bull Run Middle School Advisory Council By-Laws

1. **Purpose:** The purpose of the Bull Run Middle School Advisory Council is to assist in developing the School Plan. Recommendations will be made regarding the total school program, budget and facilities. The resulting plan will reflect the needs of the students, staff and community. The Council will also from time to time identify areas of concerns that may indirectly impact the School Plan that require review and recommendations.
2. **Mission:** The mission of the Bull Run Middle School Advisory Council is to help students develop to their fullest potential through a safe learning environment that encourages academic excellence and good citizenship. The Advisory Council, through its members, will represent as many constituents of the school as possible (including students, parents, administration, faculty, and staff) in the development, implementation and assessment of the School Plan.
3. **Decision Making:** Decisions will be reached, whenever possible, by consensus of the Council members present at the meeting.
4. **Amendments:** Any member of the Council may propose an amendment to the By-Laws. Proposed amendments should be provided in written form to each member of the Council. Proposed amendments are voted upon at the following meeting.
5. **Membership:** The membership in the Bull Run Middle School Advisory Council shall include:
 - The Principal and Assistant Principal.
 - Each department will be represented. A faculty member may represent more than one department on the Council.
 - Parent/Guardian representatives who have a student attending Bull Run Middle School. The council will seek equal distribution of parent/guardian representatives from sixth, seventh and eighth grades balanced with geographic and diversity (age, sex, race, color, work experience, special needs etc.) considerations. The school administration will be responsible for selection.
 - A community representative.
6. **Terms:** Parent members shall serve a voluntary term of three years commencing with the sixth grade year and ending with the last meeting of the eighth grade year. If a parent cannot complete their term, a replacement member will be selected to complete the three-year term. Parents may reapply for an additional term or apply to fill an uncompleted term if one exists. A parent member must have a student enrolled at Bull Run Middle School to be eligible to serve as a member.

7. **Council Officers:** The Advisory Council will have three officers: Chairperson, Vice Chairperson and Secretary.
- *Officer Selection:* The members of the Council will elect officers. Nominations and elections will be held at the beginning of each school year. Officers may serve successive one-year terms.
 - *Replacement of Officers:* An election will be held at the earliest possible meeting to replace officers who must resign before their term expires. A replacement officer may be nominated for a successive term. Officers may be recalled by a three-fourths vote of the Council membership.
8. **Duties of the Officers:**
- a. The *Chairperson* will:
 - Preside at meeting and provide general supervision of the Council affairs.
 - Prepare Council meeting agendas in consultation with the Principal and Vice Chairperson.
 - Establish subcommittees as required, be an ex-officio member of all subcommittees, and monitor subcommittee progress.
 - b. The *Vice Chairperson* will:
 - Exercise all functions of the Chairperson in his/her absence.
 - Assist the Chairperson as needed.
 - Help the Chairperson develop Council meeting agendas, review committee progress, and assist the Chair person as required.
 - c. The *Secretary* will:
 - Keep minutes of each Council meeting, provide copies of minutes to all members within two weeks after each meeting, and maintain files of Council minutes, plans, committee progress reports, current by-laws, and related information.
 - Prepare a Bull Run Middle School Advisory Council activities synopsis for the school newsletter.
 - Draft official correspondence for the Council.
 - Assemble Council information packets, including current bylaws, for new members.
 - Maintain and distribute a current listing of memberships with phone number, e-mail addresses, mailing addresses and tenure dates.
 - The Bull Run Middle School Executive Secretary will assist the secretary as required.
- 9 **Meetings:** Meetings of the Bull Run Advisory Council will be held in the school library from 6:30 to 8:00 pm according to the published schedule. The next year schedule will be determined during the last meeting of the school year. If

unscheduled meetings become necessary, members will be notified via e-mail at least one week in advance whenever possible. A quorum of eight members must be present for a meeting to be conducted.

10. **Attendance:** If a parent/guardian or community representative is absent for two consecutive meetings per year, without contacting the Chairperson, the Chairperson shall contact the member. If the member is unable to commit to regular attendance, he/she will be asked to resign so that a new member may be selected. Cases will be reviewed on an individual basis. If a staff member cannot attend a meeting, the staff member will send someone to represent him/her at the meeting.
11. **Resignation/Removal:** Members wishing to resign their position must submit their intention in writing to the Chairperson no less than two weeks before the next meeting, except in case of emergency. If the Council finds it necessary to remove a member, this shall be accomplished by three-fourths vote of the Council membership.
12. **Subcommittees:** Subcommittees may be formed to accomplish task of the Council and will be formed by appointment or volunteer. The Council Chairperson shall allocate a period of time for updating subcommittee activities at each meeting.
13. **Selection of Council Member Replacements:** An ad-hoc membership subcommittee of at least three members, headed by the Chairperson, shall be maintained. Their purpose is to seek volunteers to fill seats vacated by parent/guardian or community representatives. The subcommittee will present recommendations to the Council within one week of the vacancy. The committee will maintain a current application file.
14. **Orientation:** At the first meeting of each new school year, the Council will participate in an orientation session to inform the members of their duties and responsibilities, review the by-laws, explain the planning cycle, and review the techniques of effective meetings. The principal will conduct the training.
15. **Communications:** Communication with the entire community is essential. All members should actively invite and encourage public input.
 - An Advisory Council archives notebook will be maintained in the school's main office. It will contain copies of minutes for all past meeting and extra copies of the most current set, the agenda for the next meeting and a copy of the current School Improvement Plan. It may contain other information outlining current Council issues.
 - An Advisory Council web page on the school's web site will be maintained. It will contain pertinent information including, but not limited to:

- i. Council Membership
- ii. Meeting Schedules and Times
- iii. Meeting Agendas and Minutes
- iv. The School Plan

- The Bull Run Middle School Executive Secretary and Instructional Technologist for the Web site will assist as required.

16. **Facilitator**: A council member will serve as a timekeeper during council meetings.