



# ST. ROBERT SCHOOL

## School Advisory Commission By-Laws

Revised: February 2007

1. Purpose The St. Robert School Advisory Commission shall examine and evaluate the educational offerings of St. Robert School for the purpose of generating policies consistent with a high quality Catholic education and the goals of St. Robert Parish. To this end, the School Advisory Commission shall keep advised of the rule and recommendations of the Archdiocesan Office for Schools, Child and Youth Ministries, St. Robert Parish Council and other parish committees as appropriate. The School Advisory Commission's legitimate areas of concern shall include budget and finance, development, marketing, policy, education and formation, technology, environment, and other areas deemed to have a significant impact on the education offered to and received by the students of St. Robert School.

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2. Membership There shall be nine elected members and up to eight Ex Officio members on the St. Robert School Advisory Commission.

2.1 Elected Members There shall be nine elected members on the School Advisory Commission, serving three-year staggered terms with three seats to be filled by election each spring. No regularly scheduled paid employee of any parish education program or the spouse or parent or child of such an employee is eligible for membership on the Commission. This prohibition does not include substitute teachers or other randomly scheduled paid employees. At least eight of the nine elected members must have a child enrolled in St. Robert School at the time of their election. Newly elected members to the School Advisory Commission shall be installed at the last meeting of the school year during which they were elected, after the completion of the regular agenda.

2.2 Ex Officio Members There shall be up to eight ex officio members on the School Advisory Commission. These are: the Pastor or his designee, the Principal, the Director of Marketing and Engagement, one representative from the Home and School Committee, one representative from the Parish Council, and up to two faculty representatives. In addition, the immediate past Chairperson of the School Advisory Commission may also serve as an ex officio member for one year when that person is no longer filling an elected seat on the Commission. Ex officio members are not elected and do not participate in the actual decision-making that is done by consensus of the elected members.

2.3 Dismissal Elected members who are frequently absent without good cause, or elected members who withdraw from the Parish and do not have students enrolled in St. Robert School, or elected members who withdraw their children from St. Robert School 2 and are not Parish members shall be dismissed from the Commission and replaced according to the guidelines set forth in Section 2.4.

3.4 Mid-term Vacancies Mid-term vacancies of elective seats on the School Advisory Commission shall be filled by a decision made by consensus of elected members at a meeting in which there is a quorum present. Nominations shall come from any member of the School Advisory Commission.

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3. Officers There shall be two officers on the School Advisory Commission. These are the Chairperson and the Secretary.

3.1 Appointment of Officers Each year, at the first meeting of the school year, the officers will be appointed by consensus of the elected members.

3.2 Mid-term Officer Vacancies Mid-term vacancies in officer positions on the School Advisory Commission shall be filled in the same manner in which officers were appointed at the beginning of the school year. These replacement officers must meet the requirements for officers as set forth in this document and shall serve for only the remainder of the term of the officers they replace.

3.3 Terms of Office and Succession The term of office for all officers shall be one year. Officers may succeed themselves only once for a total of two consecutive terms in any one-officer position. Filling mid-term vacancies shall not constitute a term for the purpose of this succession rule. Eligibility for a particular officer position is restored after having not held that position for at least one year.

3.4 Duties of Officers The following are the duties of the School Advisory Commission Officers:

3.4.1 Chairperson The Chairperson shall schedule regular monthly meetings by announcing them at the first meeting of the school year, set the agenda for those meetings in consultation with other members of the board, and conduct the meetings as set forth in the by-laws and according to a consensus model.

3.4.2 Secretary The Secretary shall fulfill the duties of the Chairperson in his or her absence and shall facilitate the taking of detailed notes of each meeting, distribute the minutes in advance of each subsequent meeting to members of the School Advisory Commission, deliver approved minutes to the parish council, school office, and other parish committees as appropriate, and maintain archives.

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## 4. Procedures

4.1 Meeting Frequency The School Advisory Commission shall meet monthly during the normal school year. Special meetings may be called by the Chairperson upon the written request of at least three members of the Commission, which states the intended purpose of such a meeting. Notice of special meetings shall be sent to all members at least three days prior to the meeting and must state the time, place, and intended purpose of the meeting. No other business other than that stated as the purpose shall be conducted at such a meeting.

4.2 Meeting Structure The School Advisory Commission will follow a consensus model for all decision-making. Any elected member may invoke the "two meeting rule" which shall allow an issue under discussion at any one meeting to be tabled and not decided upon until the next meeting at which a quorum is present. The School Advisory Commission shall be open to comment and discussion by those parish members and school families in attendance, even though they may have no formal status on the Board. Such comment and discussion shall be made following the School Advisory Commission discussion and /or at such a time as may be deemed appropriate by the Chairperson.

4.3 Executive Sessions The St. Robert School Advisory Commission shall retain the option and privilege of conducting executive sessions in deviation from the customary open meeting format. Executive sessions may be called upon by the motion of the Chairperson or by petition of three or more members of the School Advisory Commission. No member of the Advisory Commission shall be excluded from executive sessions unless by notifications from the Chairperson prior to executive session.

4.4 Subcommittees There shall be subcommittees of the St. Robert School Advisory Commission from year to year. Any deletion or addition of standing subcommittees shall be decided by consensus of the elected members. The Chairperson for the purpose of efficiently distributing the Board's workload may establish ad hoc subcommittees during the year. The Chairperson shall take into consideration the abilities and desires of School Advisory Commission members in appointing them to subcommittees.

4.5 Quorum Two-thirds of the elected members of the St. Robert School Advisory Commission shall constitute a quorum for the transaction of business. If no quorum is present, meetings are cancelled.

4.6 Annual Election of School Advisory Commission Members Nominations for new members to the Advisory Commission shall be solicited via nomination papers in the home folders of the school children by April of each year. Interested individuals who meet the qualifications on section 2.1 for elected members shall submit their written nominations by a deadline announced by the Advisory Commission. If valid nominations in excess of the number of vacancies to be filled are submitted, an election by written ballot will be conducted before the June meeting of the Advisory Commission. Ballots will be made available to all parents of St. Robert School students. The Advisory Commission will establish the date of the voting deadline. Tie shall be broken by written ballot of the currently elected Advisory Commission members. Any issues as to the qualification of a nominee shall be resolved by consensus of the elected members of the Advisory Commission.

4.7 Amending the By-Laws These by-laws may be amended by the members of the School Advisory Commission provided that each proposed change, addition or deletion shall be submitted in writing as part of the agenda for the meetings at which it will be agreed upon, and provided that no such amendment shall be effective unless adopted by consensus of the elected members of the School Advisory Commission after presentation at two consecutive meetings at which there is a quorum.