

**Haymarket Elementary School
Advisory Bylaws
October 2019**

PURPOSE

Under the philosophy of site-based management in Prince William county Public Schools, the Haymarket Advisory council will represent and assess the needs of the community and staff. The Advisory Council will review the School Plan and insure that it reflects the vision and mission of Haymarket. The Advisory Council will act as an advisor to the school administration on the budget, implementation, evaluation, and modifications of the School Plan. The Haymarket Advisory Council will identify concerns, obtain community and staff feedback, and support the goals of the educational system.

MEMBERSHIP

The parent representatives on the Haymarket Advisory Council and the staff should be comprised of rotating members, the principal and the PTO delegate.

STAFF	One	K-2 nd Teacher
	One	3 rd -5 th Teacher
	One	Specialist (from Art, Music, PE, Guidance, Librarian, Speech, Reading, Special Education)
	One	Classified

PARENT REPRESENTATIVES: (4 members, and a PTO Board Member)

The parent representatives or the alternates will equal a balanced sample of parents. Parent representative will be limited based on county approved boundary areas so that all communities are represented. One parent member will be from the PTO Board.

Neighborhoods include:

Parks of Piedmont
The Villages of Piedmont
Mercury/Sheldon
West Market
Villages at Heathcote

One of the above parent members will also represent Haymarket at the Superintendent Advisory Council that meets once a month at Independent Hill. Alternates will also be chosen from the above parent members.

ELECTION OF OFFICERS

Elections are held on the last meeting of the school year for the offices of Chairperson, Vice Chairperson, and Secretary.

COUNCIL MEMBER DUTIES

- Council members have an obligation to communicate with those individuals they represent. With the permission of the Parent Advisory Council Members, their names will be published in the monthly newsletter and will be under the Advisory council Tab on the Haymarket website. Once approved the Council Minutes will also be posted on the Haymarket website.
- In addition, the representative for Superintendent 's Advisory Council will be required to attend the monthly meetings at Independent Hill in order to report back to the council the following month on agenda and other information provided at those meetings.
- There will be an alternate for each member of the council if possible. If there is no alternate for a member who misses a meeting, then a previously designated person will provide the information to the member who is not present at the meeting. Any alternates will be selected using the guidelines under the Selection Process.

SELECTION PROCESS

Advisory Council members will include parent volunteers who have indicated an interest in serving. Selection for Advisory Council members will be at the May meeting. Those groups with no volunteers will be filled at the September meeting. A notice will be sent out in April advertising the open positions for the next term on the council. Those persons interested in serving on the Haymarket Advisory Council should plan to attend the May meeting and/or contact in writing the current chairperson with their intent to serve via email (haymarket.parentadvisory@gmail.com) or by telephone.

TENURE

Each Council member should be available to serve a two-year term that runs from September to June. A rotation for each group will be staggered to ensure that the Council always has half of their previous members. From that point forward a two-year rotation will be in place. No full term member may serve consecutive terms unless no other volunteer exists for the vacancy.

Procedure for Resignation: The member resigning will submit in writing their intent to resign and the effective date. The Chairperson will read the letter at the next meeting.

Procedure for Removal of a Council Member: A Council member will be asked to resign if two consecutive meetings are missed without advanced notice and with no community representation; or, when a total of three meetings are missed September to June.

The alternate will fill un-expired terms or if no alternate exists the procedure for selection of new members will be followed to fill the remainder of the un-expired term.

The members of the Council will decide a leave of absence on an individual basis.

OFFICERS:

Chairperson

The Chairperson will:

- Preside over meetings and work with the Principal in planning and directing the business of the Haymarket Advisory Council
- Review with the Principal the planning and preparing of the yearly and monthly agenda.
- Send the agenda to members at least two days prior to the Advisory Council Meeting.
- Appoint committees and serves as the ex-officio member.

Vice Chairperson

The Vice Chairperson will:

- Exercise all functions in the absence of the Chairperson.
- Maintain a roster of the membership with phone numbers and addresses.
- Activate the phone tree as needed.
- Assist the administration in coordinating programs that provide training and information to the Haymarket Advisory Council.

Secretary

The Secretary will:

- Keep the full and accurate records of the proceedings of all council meetings.
- Keep a written list of who attends the meeting.
- Within two weeks of the Council meeting provide minutes of the meeting to each Council member.
- Prepare official correspondence.

The position of the Chairperson, Vice Chairperson, and Secretary will be open to any voting member except for the Principal and Assistant Principal.

The Offices of Chairperson, Vice Chairperson, and Secretary will be elected by secret ballot from the members on the council if there is more than one member interested in each of the offices.

Nominations will be made from the floor at the May meeting. Should there be a tie vote, the person presently holding the position will abstain from voting the second time. If there is only one nominee for a position then a move must be made to accept by acclamation.

COMMITTEES:

The Chairperson will form committees as needed and ask for volunteers, making sure there are staff and parent members on the committee. The council shall annually consider establishing a communications committee that will assist in disseminating the council's proceedings and activities.

MEETINGS:

The Haymarket Advisory Council will meet once a month from October to May. There will not be an advisory council meeting during the months of December and January. The meetings will last no longer than two hours. The October to May meetings will be held the first Tuesday of each month at 6:30 p.m. at the school. If school is not in session the advisory council meeting

will be cancelled and rescheduled at a later date.

If special meetings are needed or a meeting needs to be cancelled the Principal will contact the Vice Chairperson and the phone tree will be activated. The Principal and the Chairperson will reschedule cancelled meetings. A notice of any changes will be communicated to families.

The Chairperson will contact the Principal at least one week prior to the scheduled meeting to finalize the agenda, to determine if any changes or actions need to be made before sending to members.

Furthermore, each member should follow the Quality Meeting Guidelines as follows:

1. Participants are punctual.
2. Meetings start at the specified time.
3. Meetings are uninterrupted.
4. Participants listen actively.
5. There are no one-to-one or side conversations.
6. There is active participation.
7. Participants are willing to reach consensus by means majority “yes” or “no” verbal votes.
 - a. If a verbal majority cannot be clarified, it is up to the chairperson to call for a written vote. The chairperson will also designate more than 2 persons to count the vote.
8. Participants share responsibility for the team's progress.
9. There is freedom to check progress and ground rules.
10. Participants respect the agenda.
11. Timekeeping is observed.

The Advisory Council meetings are open to all Haymarket parents, staff, and community members.

CITIZEN’S TIME

The first 10 minutes of each Advisory Council Meeting will be designated as citizens' time and any staff member, parent, or member of the council may address the Advisory council. Each person will have 3 minutes. Time may be extended at the discretion of the Chairperson.

The Principal will explain citizen's time and respond to issues, questions, and/or concerns raised during citizens’ time in one of three ways:

1. Address immediately, at Principal's discretion.
2. Provide a written statement or contact the person(s) prior to the next meeting.
3. Provide an answer at the next Advisory Council meeting.

PRINCIPAL’S TIME

Any issues of concern for informational purposes will be shared during this time.

The principal will speak no less than three times per year on the individual subjects of budget, and school improvement plans (SIP).

DECISION MAKING:

- Only current members listed, or their alternates, in the school plan as defined on page one of the bylaws under membership are eligible to vote. The principal and assistant principal are non-voting members.
- Meetings will be conducted following Robert's Rule of Order.
- Decisions of the Haymarket Advisory Council regarding the planning process and the School Plan will be reached by consensus.

AMENDMENTS:

Bylaws shall be reviewed annually and may be amended by consensus. At the April or May meeting a committee will be formed to review the current bylaws. Any suggested changes and/or additions will be discussed at the May or June meeting and final consensus will be reached at the June meeting.

TRAINING:

All Advisory Council members will attend training, if available, provided by Prince William County Schools. The date, time and place will be made known to all members as soon as they are made to the Principal. It will be important for all current members and alternates to attend. If an Advisory Council member is unable to attend the training, they will notify the Chairperson who will notify the Principal who will make alternate arrangements.