

**COLGAN HIGH SCHOOL
PRINCIPAL'S ADVISORY COUNCIL
BYLAWS**

Adopted August 18, 2016

Amended May 18, 2017 _____

Amended May 17, 2018

Purpose

The Principal's Advisory Council (PAC) represents all members of the Colgan High School Community while gathering information to advise, assist, and monitor the implementation of the Colgan High School Plan, which includes the budgetary process and operational procedures. The Council shall help identify strategies and design action plans to align the school plan with the Division Strategic Plan and ensure that the school budget aligns with the school plan. The school professional development plan must also meet with the school plan. In addition to advising the Principal on these issues, the Council will assume other responsibilities as deemed appropriate by the Principal and school leadership.

Membership

The Council membership will be comprised of parents, staff, and students reflective of the Colgan High School community. The membership should include a representative from the PTSO, Boosters Clubs, Superintendent's Advisory Council on Instruction (SACI), the student body at large, and from the Center for Fine and Performing Arts specialty program. These organizations will determine their representative, except for the student body position that will be appointed by the PAC at the first PAC meeting of the academic year. These representatives will provide updates and feedback at the PAC monthly meeting as appropriate.

Additionally, the PAC will strive to include representative membership from the entire boundary area of Colgan High School. Best efforts will be made to identify additional members to achieve inclusiveness and diversity.

Leadership

The PAC will have three officer positions. Officers shall be elected from Council membership. Their leadership term will be 2 years, commencing upon election. The Principal or Assistant Principal shall not be an officer of the Council. ~~Officer nomination and election procedures are specified in Appendix 1. At the April meeting, names of candidates for potential officers for the following school year will be submitted to the principal (or assistant principal in the principal's absence). At the May meeting, the council will discuss and reach consensus on the officer positions. If necessary, a secret ballot vote will be taken to elect officers.~~

Officer Duties

Chair

The Chair shall preside at all meetings and have general supervision of the affairs of the Council. The Chair shall work with Council and Principal in planning the agenda and distributing it to Members. The Chair, in consultation with the Council and Principal, shall prepare the year-long agenda. The Chair, with consultation and advice from the Council, shall appoint Committees and serve as an ex-officio member of all Committees to monitor progress and offer support. The office of Chair will be held by a Council Member who is the parent of a current Colgan High School student~~The office of Chair will be held by a Parent Council Member.~~

Vice-Chair

In the absence of the Chair, the Vice-Chair shall preside. The Vice-Chair shall maintain the Council membership contact list. ~~The office of Vice Chair will be held by a Parent Council Member.~~The office of Vice-Chair will be held by a Council Member who is the parent of a current Colgan High School student

Secretary

The Secretary will take Minutes during each regular meeting and distribute Minutes to Council Members electronically within one week after meeting for review. The Minutes will be posted on the Council page of the school's website after approval by the Council. The Secretary will maintain a Council Binder at all meetings which includes the By-laws, School Plan, Agendas, Minutes, and Council meeting hand-outs.

Meetings

The ~~PAC~~Colgan Advisory Council shall plan to meet at least eight times per year from August to June. In addition to reviewing and discussing information relating to the purpose of the Advisory Council, there may be guest speakers invited from within or outside of Colgan High School. The day of the month and the starting time for the meetings will be determined each year by the Principal and Chair in consultation with the Council, and will be posted on the Council page of the Colgan High School website. The length of the Council meeting will be determined by the prepared agenda, typically not exceeding 90 minutes. Special meetings may be called at the Chair's discretion or by demand of a majority of the Council.

Open Chair

All meetings are open to the Colgan community. Non-voting members may address the Advisory Council on topics of concern at an appointed time listed as "Open Chair" during each meeting. Open chair issues will not be subject to free discussion during Council meetings, but will be referred to the appropriate individual(s) for research. The Chair or Principal may present an informational report at the next regular Council meeting in follow-up to issues raised during Open Chair time.

Principal's Report

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

Agenda

An agenda will be set prior to each meeting and distributed to the Council in advance of such meeting. The Principal and the Chair will set the agenda with input from Council Members. Time will be included in the agenda to hear updates from the Division-Level Superintendent's Advisory Council on Instruction Representative.

Minutes

Minutes will be typed by the Secretary for the Advisory Council's review and will be generated for the public after Council review and approval. See details under "Officer Duties," "Secretary."

Committees

Committees may be utilized to involve as many staff, parents, and students as possible who are not serving on the Council to assist in accomplishing tasks of the Council. The Advisory Council will determine the purpose, scope and function of all committees.

Decision Making

Decisions of the Council will be made by consensus. If consensus is not achieved within a reasonable time, decisions will be made by two-thirds majority vote of those official members of the PAC present and voting (except for elections of officers, which will be by simple majority). The Principal does not vote.

By-Law Revisions

Bylaw revisions can be made by the Council when deemed necessary, with notification of proposed revisions happening one month prior to vote. Bylaws shall be reviewed by the Council annually. Any member of the Council may propose amendments to the Bylaws.

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Reference: PWCS Regulation 230.01-1 GENERAL SCHOOL ADMINISTRATION, School Advisory Councils, pages 1-3.

Appendix 1
Colgan High School Principal's Advisory Council
Officer Nomination and Election Procedures

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1. Elections will take place at the May Advisory Council meeting.
2. All elections will be held by secret ballot.
3. The Principal, in accordance to existing PAC By-Laws, will open the appropriate number of vacancies for the election and announce those vacancies.
4. Candidates must announce their candidacy for Chairman, Vice-Chairman or Secretary at (or prior to) the April Advisory Council meeting. Candidates also have the opportunity to present a brief resume (verbally or in writing) at the April Advisory Council meeting.
5. Names will appear on ballots in alphabetical order in each category: Chairman, Vice-Chairman and Secretary.
6. Election will take place during the May Advisory Council meeting using paper ballots.
7. All voters must sign off on a master list of eligible voters. An eligible voter must have attended at least one Advisory Council meeting prior to the election.
8. Voters will vote for one candidate for each vacancy.
9. The voting process will be supervised by the Election Committee.
10. The Advisory Council Election Committee will consist of the Principal or designee, a teacher, parent representatives, approved by the current Principal's Advisory Council members.
11. Absentee ballots will be provided to individual parents upon written request.
12. Those receiving the most votes in each category will be recommended to serve on the Principal's Advisory Council at Colgan Senior High School.
13. The Principal will announce/approve the election results, as verified by the election committee.

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