

# Blue Oak School Parent Council Bylaws

A Supplement to BOS Charter Council Bylaws Article 7 Parent Guild,  
Parent Council, & Committees

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## 1. Parent Guild and Parent Council

1.1 All parents of Blue Oak School students are members of the Parent Guild. The Parent Council, hereinafter the "Council", is the facilitating body of the Parent Guild.

## 2. Parent Council Functions

2.1 The Council serves as the leadership core for the Parent Guild, primarily focused with matters concerning the health of the community and culture of the Blue Oak School.

2.2 The Council meetings are a forum for discussion, concerning matters of interest and concern for the overall health of the school community & culture. These discussions may result in actions designed to deal with a situation or recommendations to the faculty and/or administration and/or Charter Council for their consideration and/or action.

2.3 The Council supports and organizes parent committees/coordinators, festivals, seasonal all-school work days, student council, afterschool student clubs, and any other activities that contribute to a healthy community at Blue Oak School.

2.4 The Council supports parent fundraising activities, providing oversight to assure all such activities are consistent with established principles of Blue Oak.

2.5 The Council oversees the formation of the council by hosting two annual Grade Class Meetings each school year, one grade meeting in April and another grade meeting during the first month of the school year.

2.6 The Council oversees the election of members to the Blue Oak Charter Council. This election takes place in May.

## 3. Members and Appointments

3.1 The Council is comprised of a Representative from each of the grades at BOS, and three elected Officers. In addition, the Principal, one Faculty member, and a parent member on the BOCC, serve as liaisons on the Council; in their absence a proxy will be sent.

3.2 Representatives to the Council are chosen at the Grade class meeting in April for the following school year. If there is more than one parent interested in serving as the grades representative, the candidate will be selected by a 2/3 majority vote of the Council at the regular Council meeting in May.

3.3 Officers are nominated at the Council Meeting in May, and three officers are selected by a majority vote of the Council.

3.4 The Faculty member and Charter Council members are appointed by the faculty and the Charter Council, respectively.

3.5 Both Representatives and Officers serve a term of approximately one year. The Representative term runs from May through April. Officer terms run from May of one school year through May of the following school

year.

3.6 There is no limit to the number of terms a Representative or Officer may serve; however, any Representative seeking reappointment is to be approved of by the grade parents.

3.7 Representatives may be removed from their position prior to completion of their term for failure to attend three regular Council Meetings, except in extenuating circumstances as approved by the Chair and/or Co-Chair. If it is determined that a Representative is not performing adequately, the representative may be recalled by a 2/3 majority vote of the Council. The Council may appoint a temporary representative.

3.8 The Council may appoint a temporary representative from the same grade to a vacant Representative position, whom shall retain voting privileges. The temporary representative shall serve until a permanent representative has been chosen.

#### **4. Duties of Representatives**

4.1 The primary duty of a Representative is to serve as a leader for the Blue Oak parent community. Representatives, as with any leadership role, are responsible for providing support to the overall school community, as well as to the smaller communities of each classroom for which they are representing.

4.2 Representatives serve as a liaison between the Council and the classrooms for which they are representing. They shall provide a channel for communication and support, between the Council and the Room Parent(s) and the Volunteer Coordinator for each classroom.

4.3 Representatives must host two Grade Meetings each school year, one of which is held in April and another to be held within the first month of each school year.

#### **5. Duties of Officers**

5.1 The officers of the Council are: Chair, Co-Chair, and Secretary. Officers may not serve as Representatives.

5.2 The Chair (1) prepares the Parent Council Meeting agendas, (2) facilitates at Council Meetings, (3) is the contact person for any individual or group which has business to bring before the Council (4) coordinates the Charter Council election process, (5) provides support to all members of the Council, (6) maintains a continual line of communication with all other leaders at Blue Oak

5.3 The Co-Chair provides assistance and support to the whole Council and assumes all responsibilities of the Chair in their absence

5.4 The Secretary (1) prepares the minutes of Council Meetings, (2) maintains all Council records

5.5 If it is determined that an officer is performing inadequately, the officer may be recalled by a 2/3 majority vote of the Council. The Council will appoint a new officer by a 2/3 majority vote of the Council.

#### **6. Meetings, Voting and Quorum**

6.1 Council Meetings shall be held on a monthly basis throughout the school year, usually on the third Tuesday of each month at 6:00 p.m.

6.2 Requests for items to be added to the agenda must be submitted in writing to the Chair of the Council by 9 a.m. of the Friday preceding the meeting. The agenda will be posted 72 hours prior to the meeting.

6.3 Council Meetings shall be governed by Robert's Rules of Order. Thus, Council decisions must be made by a 2/3 majority vote with a quorum present.

6.4 Council Meetings shall operate under the principles of the Four Agreements, which are to be read at the opening of each Council Meeting.

*\* Four Agreements – (1) be impeccable with your words (2) don't take anything personally (3) don't make assumptions (4) always do your best*

6.5 A quorum, both for the call to order and for matters requiring a vote, consists of a 2/3 majority of the voting members. No business shall be considered at any regular or special meeting at which a quorum is not present.

6.6 The voting members are the Representatives, including those whose appointments are temporary, and the three officers.

## **7. Parent Council Committees, Clubs, and Coordinators**

7.1 Committees and Coordinators are parent-driven organizations, contributing to the overall health of the Blue Oak community. The Council serves as the facilitating group for all committees/coordinators, ensuring continuity, consistency, and coordination amongst the committees/coordinators.

7.2 Any parent at Blue Oak may propose a parent committee/coordinator, with the submission of a written description to the Council Chair and/or Co-Chair. Committees are activated by the consensus of the Council and Principal, and are then considered a standing committee and/or coordinator.

7.3 Each Committee shall report monthly at Council Meetings. The committees may also have a Faculty, Administrative and/or Charter Council Representative, to ensure each Committee is acting in congruence with Blue Oak principles.

7.4 Clubs are student/parent -driven organizations which contribute to the life of the school. A faculty member, parent, and/or Charter Council member must be chosen to serve as the Club Advisor and lead contact person. Any BOS student may propose a club with the submission of a written description to the Principal and the Council. Clubs are activated by the consensus of the Principal and a 2/3 majority vote of the Council, and are then considered a standing club. The Club Advisor and/or a student from the club will report to the Council as necessary.

## **8. Amendment of Bylaws**

8.1 Proposals to amend Parent Council Bylaws may be made by any parent at Blue Oak. Any such amendment must then have one additional public reading after the initial changes are read and discussed. Adoption of new bylaws is by a 2/3 majority vote of the Council at the end of the second reading.

8.2 The Charter Council shall be informed of Parent Council Bylaws changes.