



## **Oltman Middle School Site Team By-Laws**

Revised September, 2012

### **Meetings:**

- A. Quorum – 2/3 of active members needed for making decisions
- B. Structure
  1. Meetings will follow an agenda of topics submitted by the facilitator at the end of the day Monday, the week of the Site Team meeting.
  2. Precincts will be established with members from all staff. A Site Team member will be the precinct leader and facilitator. Site Team leader will be the recorder. Precinct meetings will be held prior to Site Team meetings.
  3. The Site Team will meet the third Thursday of the month unless otherwise scheduled due to the school calendar.
- C. Minutes will be kept by a recorder and made available to staff and district through e-mail within a week after Site Team meets.
- D. The chair will be a staff Site Team representative selected by the Site Team members.
- E. Agenda for the next meeting will be determined by the chair or co-charis on the Monday of the weekly meeting. New items added after the agenda is set will be discussed under “other” if time permits.
- F. If a meeting cannot be held, decisions can be made through an e-mail initiated by the Site Team chair to reach a Quorum vote.
- G. If necessary, an additional meeting can be scheduled by the Site Team chair.

### **Decision Making:**

- The Site Team will work for consensus (general agreement) using “fist of five” process
  - 5 = Enthusiastic Support
  - 4 = Supportive
  - 3 = Neutral, would like more information/clarification/discussion
  - 2 = Object, but won’t block
  - 1 = Opposed
  - Fist = Opposed and will block decision
- It is recommended that decisions be research/literature/information based.
- If consensus cannot be reached, a majority vote will be held.
- Site Team may assign ad hoc committees or individuals governed by a charge statement to accomplish a definite objective.
- The Site Team will make decisions on topics found under the Site Team roles and functions within the Site Team roles and decision making pamphlet.
- If a decision needs to be made about a Site Team member in a different role, that member will be asked to leave the room while the decision is made.
- All field trip requests and staff development requests need to go through the chair for review prior to the Site Team meeting.



### **Training:**

- Site Team member in-services, workshop opportunities for all stakeholders will be ongoing.
- Following the spring elections, a mentoring relationship will be established between exiting and entering member to discuss practices, constitution and by-laws. Additionally all new members will attend the May meeting.

### **Budget Review Process:**

- October – Staff Development monies (approve staff to attend)
- November – Schedule D monies (approve staff facilitated student activities)
- April – Comp Ed monies (information shared with Site Team)
- May – Capital Outlay monies (information shared with Site Team)

### **Norms of Behavior:**

- Every Site Team member will have a voice, absent members will provide a sub, technology is left outside the meeting, meetings start on time, professionalism regarding confidential discussions will be followed by members.

### **Voting On New Members:**

- Voting shall take place for new members; one from each House and one Encore representative.
- In the case of a tie, an absentee voting shall take place.
- If there should be a tie after the absentee voting, the existing Site Team will make the decision.

Committee reports will come to Site Team as needed. Examples of Committees are OMS Bullying, OMS Advisory, OMS Literacy.