



# 1692 A

## Site Council Governance

### *Regulation 1692 A*

Original Adoption: 02/25/1992  
Revision Dates:  
Review Dates:

Effective Date: 02/26/1992

### **I. PURPOSE**

The purpose of this regulation is to guide the formation of local by-laws and establish other site-council governance standards.

### **II. BY-LAWS**

- A. The duly established site council of each school shall by December 31, 2015 establish a set of by-laws consistent with district policies and regulations established by the Superintendent. Thereafter the By-laws shall be reviewed by the site council no less than every third year.
- B. Prior to initial adoption the proposed by-laws shall be reviewed by the appropriate Associate Superintendent for compliance and conformation with district standards.
- C. Subsequent reviews of site by-laws that result in suggested amendments shall be reviewed by the appropriate Associate Superintendent for compliance and conformation with district standards prior to adoption by the site-council.
- D. By-laws shall be adopted by the established site council by majority vote. Subsequent changes to by-laws must be adopted by a two-thirds vote of the sitting members of the school's site council.
- E. By-laws shall contain, at a minimum, the following provisions:
  - (1) The process or processes of selecting members to the site council. The site council may adopt a single method, or may adopt different methods for each constituency. Processes should be adopted that will maximize the ability of the site council membership to reflect the racial, ethnic, or other characteristics of the constituent group.
  - (2) The length of terms of members. Terms may be different for each constituency if based on a rational basis. Such a basis shall be delineated in the by-laws.
  - (3) If the constituting council chooses to impose term limits on members, and if so, what limits are set. Term limits may be different for each constituency if based on a rational basis. Such basis shall be delineated in the by-laws.
  - (4) The term start and ending days of each member. Terms shall be related to the district's adopted fiscal and school years.

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Minneapolis Public Schools  
1250 Broadway Ave. W. Minneapolis, MN 55411  
<http://www.mpls.k12.mn.us>

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- (5) The minimum number of meetings to be held each school year.
  - (6) The acceptable means of making meeting notices and responsibility for noticing meetings.
  - (7) The responsibility for the building of the meeting agendas, including how members of the school community may request time on the council agenda.
  - (8) The creation of officers. All site councils shall have the school principal, or where no principal has been appointed, the school administrator as, at a minimum, co-chairperson of the site council. If co-chairpersons are established, the second co-chairperson should be other than staff representatives. Officers may include, but are not limited to,
    - (a) Co-chairpersons
    - (b) Recording Secretary
    - (c) Corresponding Secretary
    - (d) Vice-chairperson(s)
  - (9) The terms and any term limits for officers. Officers must be seated members of the council.
  - (10) How membership may be affected by absenteeism or resignation.
    - (a) The by-laws may establish a limit on the number of absences allowed before the council acts to replace the absent member.
    - (b) How vacancies created through resignation, death or other circumstances shall be filled.
  - (11) Whether or not a minimum quorum will be required to conduct business at a properly noticed meeting, and what that minimum quorum is.
  - (12) How minutes of each meeting shall be taken, maintained and published.
  - (13) Requirements of how each member shall solicit ideas from their constituencies, and how council decisions are communicated back to the constituencies.
  - (14) How the council will ensure that the rights of individuals are respected and due process is followed.
  - (15) Notice requirements when a change in a by-law is proposed.
  - (16) Whether or not meetings may be conducted electronically or telephonically.
  - (17) How an emergency meeting may be called.
  - (18) Other duties or responsibilities of members or officers.
  - (19) How subcommittees or taskforces may be created.
  - (20) How complaints from the public shall be heard.
  - (21) Whether and how by-laws may be temporarily suspended.
  - (22) Whether and how members may appoint proxies to attend and act at meetings in their absence.



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- F. A copy of the current set of by-laws shall be available in the school office for review by the public.
  - G. By-laws may be published on the school's website.
  - H. A copy of the by-laws and any revisions shall be submitted to the Office of the General Counsel.

### **III. GENERAL GOVERNANCE AND SUPPORT**

- A. A site council may, in addition to its by-laws, adopt meeting or other protocols that establish standards for the conduct of meetings or other governance issues. These may address, but are not limited to:
  - (1) Meeting norms regarding use of electronics, order of speaking, and other issues.
  - (2) How the site council manages visitors to meetings, including whether or not visitors have speaking privileges.
  - (3) How the site council shall manage member needs, such as child care.
  - (4) How the site council shall manage multiple language support for meetings.
- B. The Superintendent may identify district staff specialists to assist site councils in their work. The Office of General Counsel is designated to advise site councils upon request regarding compliance with law, by-laws and policy.
- C. The Superintendent shall establish training for all site council members to prepare them for their duties.
- D. The principal or site administrator shall coordinate training for all new and interested returning members.

### **IV. ACCOUNTABILITY**

- A. Decisions made by the principal upon the basis of advice of the site council shall be communicated back to the site council. The principal may address how the council advice and other factors affected the decision made.



- B. Site Council members are accountable to the staff, students, and parents who make up each school community. Members of the school community who wish to take issue with a decision made by a site council, with the council's membership selection or composition, or council procedures may bring their complaint forward through the following steps:
- (1) The complaint shall be brought to the attention of any member of the site council who shall have the responsibility to request time on the next available agenda, or to request the convening of an emergency meeting,
  - (2) The complaint shall be heard in the manner established in the by-laws.
  - (3) All complaints made to the site council shall result in a response by the council communicated, at a minimum, to the complainant.
- C. If the complainant is unsatisfied with the response of the council, the complainant may make the complaint to each of the following, in order:
- (1) The school principal (or site administrator if not principal has been appointed)
  - (2) The appropriate Associate Superintendent.
  - (3) The Director of Schools.
  - (4) The Superintendent of Schools
  - (5) The Board of Directors.
- D. Decisions made by any of the persons identified in ¶III.C. above shall be communicated to the complainant, the site council and any previous hearer of the complaint.
- E. The principal is responsible for providing timely and adequate data to site council members to allow members to offer meaningful input and influence to school-based decisions.
- F. The principal is responsible for demonstrating the efforts that have been made to attract and retain representative membership to the school's site council.
- G. The associate superintendents are responsible for providing supervision of principal responsibilities regarding site councils. Associate



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Superintendents shall offer support to principals in the exercise of their responsibilities.

*Legal References:*