

# Site Council By-laws Checklist

**Has Requirements : Membership**

<input type="checkbox"/>	Definition of membership categories
<input type="checkbox"/>	Process or processes for selection of members from each category
<input type="checkbox"/>	Length of term for each category of membership
<input type="checkbox"/>	Basis for different lengths of term ( if any)
<input type="checkbox"/>	Term limits for each category of membership
<input type="checkbox"/>	Start date/ end date for each membership category
<input type="checkbox"/>	Effect of absenteeism: Can a member be removed for excessive absences?
<input type="checkbox"/>	If so, includes terms
<input type="checkbox"/>	Effect of Resignations, retirements, transfers
<input type="checkbox"/>	Are proxies allowed? Under what circumstances?

**Requirements: Meetings**

<input type="checkbox"/>	Minimum number of meetings/ year or schedule
<input type="checkbox"/>	Meeting Notices : how they are made
<input type="checkbox"/>	Meeting Notices : responsibility for making
<input type="checkbox"/>	Meeting Notices: How to call an emergency meeting
<input type="checkbox"/>	Agenda: Responsibility for building
<input type="checkbox"/>	Agenda: How to get on the agenda
<input type="checkbox"/>	Quorum: Do you have one? What is it? How is it established?
<input type="checkbox"/>	Minutes: Who is responsible for taking them
<input type="checkbox"/>	Minutes: How are they published
<input type="checkbox"/>	Hearing: How to assure all voices heard
<input type="checkbox"/>	Meeting speaking privileges: who can
<input type="checkbox"/>	Voting on recommendations: how, what is required to create? Minority report?
<input type="checkbox"/>	Voting on decisions: how, what is required to pass
<input type="checkbox"/>	Electronic/ telephonic meetings? Allowed? Circumstances? Notice required?

**Requirements: Officers**

<input type="checkbox"/>	Principal as co-chair
<input type="checkbox"/>	Officers established
<input type="checkbox"/>	Duties of Officers described

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Changing Officers / term limits? Absences? Resignations? Transfers?

**Has Requirements : Accountability/ Amendments**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 2/3 vote required  |
| <input type="checkbox"/> | Notice requirements?                                       |
| <input type="checkbox"/> | 3 year review cycle? Assignment to committee?/ task force? |
| <input type="checkbox"/> | Requirements: Accountability                               |
| <input type="checkbox"/> | Principal to provide training for all members              |
| <input type="checkbox"/> | Handling Complaints:                                       |