

Bloomfield Elementary School
School Based Decision Making Policy Manual
2017-2018

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**BLOOMFIELD ELEMENTARY SCHOOL
SCHOOL BASED DECISION MAKING COUNCIL BY-LAWS**

I. PURPOSE

The purpose of the school based decision making council shall be to allow the parents and teachers of Bloomfield Elementary School to be involved in the decision making process as they work to meet the educational goals established in the Kentucky Education Reform Act, and to act in the best interest of the students at all times.

II. MEMBERSHIP

A. COMPOSITION

The council shall be composed of two parents, three teachers, and the principal or administrator.

If the minority enrollment at the school was eight percent or higher on the October 1 preceding the start of a new council term the council shall also include at least one minority member.

B. QUALIFICATIONS FOR MEMBERSHIP

1. ALL MEMBERS. No one may serve on the council who has a legal conflict of interest as defined by KRS 45 A.340.
2. TEACHER MEMBERS. Teacher members must hold a position at the school that requires a state certificate, and one must not hold the position of principal, assistant principal or head teacher.
3. PARENT MEMBERS. Parent members must be the parent, step-parent, foster parent, or a person who has legal custody of a student pursuant to a court order and with whom the student resides who is preregistered in the school during one's term of office. The parent representatives on the council may not be employees of that school or the district central office, or relatives of an employee of that school or relatives of a district central office employee, and a local board member or their spouse may not be a parent representative. A parent representative on the council may be an employee of another school or a relative of an employee of another school. Relative shall mean father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, or daughter-in-law.
4. MINORITY MEMBERS. Minority members must be American Indian, Alaskan native; African American; Hispanic, including persons of Mexican, Puerto Rican, Cuban, and Central or South American Origin; Pacific Islander; or other ethnic group underrepresented in the school. Parent minority members must meet the eligibility requirements for parent members and teacher minority members must meet the eligibility requirements for teacher members.

C. TERMS

The terms of parent and teacher members shall begin on July 1 and end on June 30 of the next year. Between the date of the elections and July 1, members-elect are urged to attend all council meetings. Members are eligible for reelection to consecutive terms.

D. VACANCIES ON THE COUNCIL

1. Vacancies shall be filled within 30 calendar days following the vacancy, with a special called election.
2. A vacancy is created when a teacher is no longer assigned to the school, a parent no longer has a child enrolled in the school (and the school year has not ended), or a member of the council resigns, is removed, or dies.
3. The person elected in the special elections shall serve the remainder of the term of the person he or she replaces.

E. STANDARDS OF CONDUCT FOR MEMBERS

1. ATTENDANCE. Members of the council shall attend all council meetings unless the absence is excused. Absences may be excused by consensus of the council for good cause. A member who has three unexcused absences from the council meetings shall resign.
2. CONFLICT OF INTEREST. No member shall enter into any business dealing that creates a conflict of interest under KRS 45 A.340, and any member who discovers the existence of such a conflict of interest shall resign.
3. TEACHER DEPARTURE. A teacher member who ceases to be assigned to the school before his or her term is completed shall resign.
4. STUDENT DEPARTURE. A parent member whose child ceases to attend the school before his or her term is completed shall resign.

5. **IMPROPER MEETING.** No combination of one half or more of the members of the council shall meet to discuss council business without following the procedures for scheduling a meeting of the full council listed in Article V below.
6. **CRIMINAL CONDUCT.** Any member of the council who is convicted of a felony during his or her term of office shall resign.
7. **PROFESSIONAL DEVELOPMENT.** Adequate knowledge of school based decision making and related aspects of Kentucky's educational system are essential to effective council membership. All members shall obtain 6 hours of training on these issues in their first year on the council and 3 hours of additional training in subsequent years. Training will be completed no later than 30 days after the beginning of the service year for which members are elected to serve. Training will be conducted by trainers endorsed by the Kentucky Department of Education. School council members elected to fill a vacancy shall complete the applicable training within 30 days of their election. Reimbursement for training is available from the board of education according to board policy.
8. **INTENTIONAL INTERFERENCE WITH SCHOOL BASED DECISION MAKING.** No member of the council shall intentionally engage in a pattern of practice which is detrimental to the successful implementation of or circumvents the intent of school based decision making to allow the professional staff members of a school and parents to be involved in the decision making process in working toward meeting the educational goals of the Kentucky Education Reform Act or to make decision in the policy areas listed in Article IV below.

F. REMOVAL OF MEMBERS

A member who violates any of the standards of conduct and does not submit a written resignation from the council is subject to reprimand from office. There are two procedures by which removal might occur.

1. **FOR IMMORALITY, MISCONDUCT IN OFFICE, INCOMPETENCE, WILLFUL NEGLECT OF DUTY, OR NONFEASSANCE,** the Commissioner of Education may recommend that a council member be removed from office. The local board of education will then conduct a hearing into the charges against that council member and decide whether removal is warranted.
2. **FOR INTENTIONAL INTERFERENCE WITH SCHOOL BASED DECISION MAKING,** the Office of Education Accountability may be asked to investigate the charges and attempt to resolve the issues involved. If resolution cannot be reached, the matter will be forwarded to the State Board of Elementary and Secondary Education, which will hold a hearing to determine whether the charges are valid. For the first offense found to have occurred, the State Board will reprimand the guilty party. For the second offense, the party is subject to removal from office by the State Board.

III. OFFICERS OF THE COUNCIL

A. CHAIRPERSON

The principal shall be chair of the council. In addition to presiding at council meetings, the chair of the council shall:

1. Provide all members of the council with copies of all school wide test results within three school days after those results are delivered to the school, and reminding them of the terms of any embargo that applies to that data.
2. Maintain a file of all correspondence addressed to the council and remove items from that file, either to discard them elsewhere, only after they have been brought to two regular council meetings.
3. Prepare any official correspondence that may be requested.
4. Be the official custodian of council records and maintain a file containing copies of all minutes, policies, council plans, and progress reports, any council related information from the district or state and a current copy of the by-laws.
5. Prepare an agenda for all meetings.
6. Give public notice of all meetings.
7. Forward copies of all minutes to the superintendent/designee to inform board members.
8. Exercise any other responsibility specified in these by-laws.

B. VICE-CHAIRPERSON

A vice-chair shall be elected by the council from among its members at its first meeting each year. The vice-chair shall preside at any council meeting that the principal is unable to attend.

C. SECRETARY

A secretary shall be selected by the council at its first meeting each year. The secretary does not have to be a member of the council, but must be willing to perform the duties of the office and other secretarial duties as detailed by the chairperson.

The secretary shall prepare minutes for the council in accordance with Article VII below. The secretary, if not a council member, shall receive monetary compensation as decided upon by the voting council members.

IV. FUNCTIONS OF THE COUNCIL

A. REQUIRED FUNCTIONS

The School Based Decision Making Council shall have the authority as defined in KRS 160.3459 (c-I) to perform the following functions:

1. Determine, within the parameters of the total available funds, the number of persons to be employed in each job classification.
2. Determine which textbooks shall be used at the school.
3. Determine which instructional materials shall be used at the school.
4. Determine what student support services shall be provided in the school.
5. Select a new principal for the school, when that position becomes vacant, from a list of applicants recommended by the superintendent or from additional names supplied by the superintendent at the council's request.
6. Consult with the principal before he or she selects persons to be hired to fill other positions at the school and adopt a policy specifying the procedures for that consultation. Either the principal alone or the council by formal motion may ask the superintendent to provide additional names for consideration for any vacancy.
7. Adopt policies to be implemented by the principal in the following areas:
 - a. Determination of curriculum, including needs assessment and curriculum development.
 - b. Assignment of all instructional and non-instructional staff time.
 - c. Assignment of students to classes and programs within the school.
 - d. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the local board.
 - e. Determination of use of school space during the school day.
 - f. Planning and resolution of issues regarding instructional practices.
 - g. Selection and implementation of discipline and classroom management techniques, including responsibilities of the student, parent, teacher, counselor, and principal.
 - h. Selection of extracurricular programs and determination of policies relating to student participation based on academic requirements, program evaluation, and supervision.
 - i. Procedures for determining alignment with state standards, technology utilization, and program appraisal. Council policy on this issue must be consistent with district board policy.
 - j. Other issues necessary to provide an environment to enhance students' achievement and to meet the goals established by KRS 158.645 and 6451.
8. Determine the professional development offerings to be paid for out of the council's allocation.
9. Adopt a policy on committees, which shall facilitate the participation of interested persons, including, but no limited to, classified employees and parents and shall include the number of committees, their jurisdiction, composition, and the process for membership selection.
10. Adopt a School Improvement Plan.
11. Any other powers which may be granted by the Board of Education.

B. DISALLOWED ACTIVITIES

The council shall not:

1. Recommend the transfer or dismissal of any member of the school staff.
2. Knowingly violate federal or state law or regulations.

3. Knowingly take any action that causes unreasonable risks to health or safety of students, staff or others.
4. Knowingly take any action that exposes the council or district to unreasonable risk of legal liability.
5. Authorize any purchase that exceeds the financial resources available to it.
6. Knowingly take any action that violates contractual obligations already made by the district of the council to personnel and other providers of goods and services.
7. Exceed the functions listed in section A above.

V. COMMITTEES

A. PHILOSOPHY AND GUIDELINES

1. The council will encourage school, staff, parent, student, and community participation in school based decision making through the use of committees.
2. The council may establish, organize, abolish and review committees yearly.
3. The council may use committees to accomplish specific tasks.

B. TYPES OF COMMITTEES

1. Standing Committees

1. **SCHOOL IMPROVEMENT PLANNING** – The purpose of this committee is to recommend problem statements to be included in the school improvement plan; develop components that address the stated problems; and present the completed plan to the council for adoption.
2. **BUDGET** – The purpose of this committee is to recommend a budget to the council and monitor and report on budget implementation.
3. **PROFESSIONAL DEVELOPMENT** – The purpose of this committee is to survey staff about their need for development activities; review draft school improvement plan components to identify needs for development activities; prepare a professional development plan based on the identified needs; implement the professional development plan by identifying and contracting with appropriate providers and distribute, collect and analyze evaluation forms for all workshops provided at the school.

COMPOSITION – Each standing committee shall consist of a minimum of four members. Administrative and classified staff would provide valuable insight on each committee, and are invited, but not required to have representation on each standing committee.

2. Ad Hoc Committees

1. **INTERVIEW FOR VACANCIES**
2. **PROGRAM REVIEW**

When the council determines that an ad hoc committee is needed, it shall also determine the number of members the committee needs, the groups that need to be represented, and the method of picking members. Whenever possible, the council will ask certified staff, classified staff, parents, and community members to sign up to serve on ad hoc committees and select members from that sign up list as a later council meeting. If an ad hoc committee needs to complete its work quickly, however, the council may appoint members to the committee immediately or designate a person to do so.

C. MEMBERSHIP OF COMMITTEES

Any school district employee, parent, student, or community resident is eligible for committee membership. All support staff, parents, and students at Bloomfield Elementary are encouraged to be participants in school based decision making through committee activity. All certified staff are required to be participants in school based decision making through committee activity. All home-based itinerant certified employees are also required to participate in committee activity. Each certified staff member shall serve on either the School Improvement Planning Committee or the Budget and Professional Development Committees. Council members are not required to serve on a committee. The council shall give specific charges to the committee.

D. COMMITTEE ORGANIZATION

CERTIFIED STAFF, SUPPORT STAFF, PARENTS, OTHER STAKEHOLDERS:

All will be notified that committee workers are needed through local media, circulated sign-up sheets, notices sent home with the students and at meetings. The principal shall collect the list of potential members and take recommendations to the council. Council will reach consensus on all committee membership each school year by October 1.

E. ORGANIZATION

The principal and/or another appointed council member is responsible for the initial, organizational meeting of a standing committee. Each committee shall elect, by a majority of the committee, a Chair, who shall serve for a term of one (1) year. Committee members and the Chair may serve succeeding one year terms.

F. COMMITTEE REPORTS

The committee shall submit its recommendations to the council for consideration at least two (2) days prior to the council meeting. The committees shall submit their minutes and agenda to the council members and committee members prior to each meeting.

G. COMMITTEE MEETINGS

1. Committee meetings are subject to the Open Meetings Law.
2. Committee meetings may be called by the chairperson, a majority of the committee, or at the discretion of the council.
3. Committee meetings will be scheduled to avoid conflicts with other council related meetings.
4. Committees will follow the decision making and record keeping procedures of the council.

VI. POLICY DEVELOPMENT, AMENDMENTS, AND REVIEW

A. POLICY DEVELOPMENT

Policy development shall comply with board policy that prohibits discrimination based on sex, age, race, religion, origin, political affiliation, marital status, or handicap.

B. CONSISTENCY WITH COMMON CORE STANDARDS

The council shall be responsible for policy development; consistent with district board policy that shall provide an environment to enhance the student's achievement and help the schools meet academic goals.

C. POLICY PROPOSALS

Policies may be proposed by the council members or committees of the council by written submission to the principal for placement on the council's meeting agenda.

1. Council operational policies and by-laws will be developed by the council.
2. School operational policies will be generated through recommendations of the committees to the council or by the council itself in accordance with KRS 160.345.

D. NEW POLICY

1. Upon official introduction of a new policy at a council meeting, the policy shall have an initial "first" reading upon which no action can be taken.
2. The time period between the first reading of a policy and its reintroduction at a future council meeting (at least one week) shall be used to edit, amend, or rewrite the policy as deemed necessary.
3. Upon reintroduction of the policy at a future council meeting, the policy will receive a "second" reading and can then be adopted by the council's decision making policy procedure.
4. Upon their adoption, council policies will be submitted to local board council for determination of legality and compliance with the board policy.

5. Amendments to existing council policies or by-laws shall be adopted by the same procedures prescribed for the adoption of new policies.
6. A review of any and all council policies is to be done annually and at any other time that the council deems it necessary.
7. A council policy manual shall be developed and maintained in an updated fashion and shall be available in the school office for inspection by the general public during normal school hours.

VII. SCHEDULE OF MEETINGS

A. REGULAR MEETINGS

The first meeting of the council shall be called by the principal. At the first meeting of each council term, the council shall select at least one regular meeting date in each month through June of the next calendar year. The principal shall post a copy of the schedule on the school website and he or she shall notify the local news media at least one week in advance of each meeting.

1. The meeting may be canceled/rescheduled at the discretion of council members with adequate notification to the public.
2. The length of each meeting will not exceed one (1) hour unless a quorum of the council members agrees to extend the time of that meeting.

B. SPECIAL MEETINGS

If the council needs to meet before its next regular meeting, the principal may call a special meeting. A special meeting may also be called by a majority of members of the council. Once the decision is made to call a special meeting, the following steps must be taken:

1. **WRITTEN NOTICE: CONTENTS.** The person or persons calling the meeting must prepare a notice that states the date, time and place of the special meeting and agenda for the meeting. No issue not listed on that agenda can legally be discussed at the special meeting.
2. The meeting may be **CANCELED/RESCHEDULED** at the discretion of council members with adequate notification to the public.
3. The **LENGTH** of each meeting will not exceed one (1) hour unless a quorum of the members agrees to extend the time of that meeting.
4. **DELIVERY OF NOTICE.** The person or persons calling the meeting must arrange for the notice to be delivered to every council member and to any media organization that has asked to be notified of council meetings. The delivery can be made by hand, facsimile machine, mail or email, but the method used must be one that allows the notice to arrive at least 24 hours before the time set for the meeting.
5. **POSTING OF NOTICE.** The notice must be posted conspicuously at the school. These copies must be posted not less than 24 hours before the meeting will be held.

VIII. CONDUCT OF MEETINGS

A. QUORUM

Two thirds of the members of the council, including at least one parent member, one teacher and the chairperson or vice-chairperson, must be present for the council to take action.

B. PUBLIC ATTENDANCE AT MEETINGS

Anyone who wants to attend a council meeting may do so, except for those portions that are conducted as closed sessions.

C. CLOSED SESSIONS

A closed session is a portion of a regular or special meeting of the council where the members meet in private. Within the realm of council responsibilities, the allowed subjects at closed meeting are proposed or pending litigation by or against the council allowed by KRS 61:810 (1) (c), or selection of a new principal or other new staff member, allowed by KRS 61:810 (1) (f).

Before a closed session can begin, the following steps must be taken:

1. **Announcement: Contents.** The chair or another council member must make an announcement in open session. The announcement must state:
 - a. That the council needs to discuss business involving a topic that the law allows to be discussed in closed session.
 - b. The general nature of business that needs to be discussed in closed session and
 - c. The specific section of the law that allows the session to be closed (KRS 61.80 (1) (c), or KRS 61.801 (1) (f), described above).
2. **Motion.** A member of the council must make a motion to go into closed session to discuss the business mentioned in the announcement, and a majority of members must vote for that motion.
3. **Conduct of the closed session and return to open session.** During the closed session, only the business stated in the announcement can be discussed, and no final decision can be made. After full discussion, the council must return to open session and make any official decision needed on the matter, and the decision must be recorded in the minutes of the open session.

D. MATERIALS TO BE BROUGHT TO COUNCIL MEETINGS

1. **By the principal.** To every council meeting, the principal shall bring:
 - a. The folder containing all items submitted for inclusion on the agenda.
 - b. The folder containing all correspondence addressed to the council that he or she has received, and
 - c. Instructional Review Data.
 - d. Board of Education SBDM policy.
2. **By the Secretary.**

The secretary shall bring the binder he or she maintains that holds copies of the council's by-laws, policies, and minutes.

E. AGENDA

1. The principal shall prepare an agenda for each meeting with the understanding that any council member may request to have an item placed on the agenda. A written agenda shall be prepared. Copies will be made available to the public at all meetings of the council. The agenda of each council meeting shall provide the opportunity, as described in number 2 and F below, for interested persons to address the council.
2. For an item to be included on the agenda the chairperson must receive notice of the item and the item must address one of the 19 council functions. A copy of a proposed policy must be given to the chairperson and copies distributed to council members by the chairperson 24 hours prior to the meeting.

F. DISCUSSION OF AGENDA ITEMS

The council shall discuss each proposal in enough detail to be sure that members fully understand it. Persons who are not members of the council may show that they want to comment or to ask questions by raising their hands, and the chair will call upon them to speak. When a significant number of persons wish to speak or when discussion of an issue has taken more than half an hour, the chair may set limits on the number of persons who may speak and the length of time each may speak.

If discussion reveals substantial concerns or unclear points in a proposal, the council's normal practice will be to refer it to a committee or return it to a committee for further work, or delay action until more study is done. The council will then take up any subsequent recommendation as a new proposal when it is received. The council will only attempt to make decisions concerning the proposal in cases where action is urgently needed.

G. DECISION MAKING

All decisions shall be made by consensus except when there is no obvious consensus; a council member may call for a vote. In such cases, 2/3 affirmative votes shall be required to take action on any issue. Two thirds of the members of the council including at least one parent member, one teacher, and chairperson or vice-chairperson must be present for the council to take action.

H. APPEALS OF COUNCIL DECISIONS

The Board of Education has established a process of appeals of council decisions, and a copy of that process is attached to these by-laws. The Bloomfield Elementary School SBDM will follow board policy.

I. SPECIAL RESPONSIBILITIES FOR THE FIRST MEETING OF EACH COUNCIL TERM

At the first meeting each year, the council shall:

1. Review these by-laws.
2. Select a Vice-Chair and a secretary.
3. Set a regular meeting schedule for the year.
4. Discuss training needs of members.
5. Verify that all members have copies of the following documents:
 - a. These by-laws.
 - b. All council policies now in effect.
 - c. The school's current School Improvement Plan.

IX. MINUTES AND OTHER COUNCIL RECORDS

A. MINUTES TO BE KEPT AND APPROVED

The secretary shall keep minutes of each council meeting. The minutes shall state accurately each motion made and the action taken on it by the council. If the action was to adopt a written statement of policy or a written statement of some other decisions, the entire text of that statement shall be attached to the minutes. Within three (3) weeks after each meeting, the secretary shall prepare a typed copy of the minutes of that meeting, marking them clearly a "Not Yet Approved By Council." To the minutes, the secretary shall attach copies of any policy, budget, by-law, amendment, or other document approved by the council. The secretary shall send copies of this document to each member of the council. The council shall review, revise, and approve the copy of the minutes at its next meeting. Immediately after the meeting at which they are reviewed and approved, any member of the public is entitled to inspect them.

B. DISTRIBUTION OF COUNCIL DOCUMENTS

After each council meeting, the secretary shall make at least ten (10) copies of the approved minutes and any document attached to them. The secretary shall distribute those documents as follows:

1. Six shall be distributed to the members of the council.
2. One shall be sent to the district superintendent/designee, and district finance officer.
3. One shall be kept in a binder in the school office in a plainly visible place where they can be reviewed by all interested persons at any time that the office is open.
4. One shall be kept in a binder in the possession of the secretary, and that binder shall be brought to each council meeting.
5. They shall be posted on the school website.

C. REQUESTS TO SEE RECORDS

The SBDM documents are posted on the school website and kept in the SBDM binder located in the SBDM conference room in the school office. The school office is open from 8:00 a.m. until 3:30 p.m. each day. During those hours, any person who wishes to see the binder of council documents kept there may do so immediately. Persons who want copies of documents in the binder or to see or get copies of documents that are not kept in the binder shall file a written request to the principal of the items they wish to see. The principal, as official records custodian, shall make the documents available within three business days after the request unless the records are subject to a specific exemption of the Open Records Law. The fee for copies shall be 3 cents per page. The principal shall post a copy of this section of the by-laws in the school office where it can easily be seen by citizens visiting the office.

X. AMENDMENT TO BY-LAWS

All motions to amend the by-laws of the council shall be submitted in writing. No decision on a motion to amend the by-laws shall be made until after the topic has appeared twice in the preliminary agenda for council meetings.