

Agenda:

1. Call to order
2. Agenda approved/adjusted (simple majority, voice vote)
3. Minutes approved/corrected (simple majority, voice vote)
4. Committee reports as available
5. Old Business (items carried over from the previous meeting)
6. New Business
 - a. Announcements (brief oral or written)
 - b. Items for discussion
 - c. Motions
7. Adjournment (all persons present must agree to extend the meeting beyond previously scheduled time if deemed necessary)

Decision-Making Process

Decisions will be made using the following process:

STEP 1: SCDM member make a motion at SCDM meeting during new business. (Motion is included in the minutes). Motions must be seconded to continue.

STEP 2: Motion is discussed at current meeting if time permits (**Time Limit if necessary**)

STEP 3: During following meeting(s), the motion is discussed and tabled or called to a vote. The chairperson will decide when to call for the vote.

STEP 4: Motions shall require at least 2/3 (two-thirds) affirmative votes to pass. Votes will be cast using show of hands unless someone objects. In that case a secret ballot may be used and proxies will be issued.

Quorum – To convene a meeting the quorum will be a minimum of **six members physically present**.

To vote on a motion, the quorum will be a minimum of one more than 50% (fifty per cent) of SCDM membership (including proxies).—See Membership

Committees – “Standing” and “ad hoc” committees will be established by the SCDM team through the decision-making process.

Amendments to Bylaws –Bylaws may be amended by 80% majority of all SCDM members who have voted, provided that the proposed amendments have been introduced at the preceding meeting and copies have been distributed to the membership for their consideration.

Working Purpose

The purpose of the SCDM team is to uphold the Mission Statement as defined by Oakland High School.

Membership – The SCDM team consists of all staff in district bargaining units. (OP, Para, Cert, Custodian, Security, Kitchen). Efforts will be made to include one parent, one student, and one community member. Non-staff members will be selected by the principal based on recommendations by the SCDM team. Minutes will be available to ALL SCDM members.

Meeting Schedule – Meeting schedule will be determined by staff at the start of each school year.

For the 2019-2020 school year, meetings are scheduled the 2nd and 4th Wednesdays of the month starting at 2:30 until business is completed.

Selection of Chairperson and Recorder – At the beginning of the school year, a vote will be taken to determine chairperson and recorder. Fifty-one percent will constitute a majority of votes of members present.

Duties of the Chairperson and Recorder –

Chairperson:

Compiles and distributes the upcoming meeting's agenda 2 school days prior to the meeting. Staff may give agenda items (new business and/or announcements) to the chairperson at least 2 school days prior to the meeting.

Conduct the meetings adhering to the agenda and decision making process

Monitor time during meeting and keep agenda moving

Recognize speakers

Make every effort to run the meeting in a fair, balanced and respectful manner

Notify staff if the meeting is cancelled

Recorder:

Records and distributes minutes within two school days of meeting.

Insert corrected minutes into OneNote notebook. Share link with members to minutes in TEAMS.

