

MEEKER MIDDLE SCHOOL  
MELT BYLAWS  
ADOPTED 1993  
Updated 2018

I. NAME:

- A. The Jerry Meeker Middle School, School Centered Decision Making team shall be known as the Meeker Educational Leadership Team (MELT).

II. MEMBERSHIP:

- A. The Meeker Educational Leadership Team shall be made up of Team leaders who are selected by the members of each team, Principal, Assistant Principal, a representative from the office staff, ASB adviser, athletics adviser, the chief custodian, librarian, one representative from PTA, a representative from the Diversity committee, a representative of the Technology committee, one student representative, and a chairperson.

- B. Each member shall have one vote, with the exception of the chairperson who shall not have a vote.

- 1. Members must be present to vote.
- 2. Representative members; Team leaders, office staff, PTA/community, head custodian, and students MELT members represent specific constituencies. Their vote should reflect what they believe are the best interests of the constituency.

- C. Meetings are open to other staff, parents, community members and students who may not vote or speak except with permission of voting members.

- 1. Guests and observers may be excluded upon a majority vote to enter Executive Session.

III. ROLE OF THE CHAIR:

- A. Facilitate the decision-making process by assisting members in getting their concerns addressed.
- B. Ensure that motions are properly made and clearly understood by all members.
- C. Maintain a speaking order.
- D. Enforce three-minute time limit on speakers during debate.

- E. Develop an agenda in consultation with principal and MELT members.
- F. Follow-up on decisions to see that they are implemented.
- G. The chair is prohibited from making or seconding motions and from voting on motions.
- H. Propose amendments to these bylaws as needed to comply with district policy.

IV. AUTHORITY:

- A. As defined by the Superintendent's Cabinet, the main SCDM focus is on issues related to improving the school program and organization.
- B. MELT shall be responsible for building level decision relating to positive school climate, effective instruction, and such management decisions as may be delegated by the principal.

- 1. Subcommittees and task forces may be established at MELT discretion.
- 2. MELT approval is required to implement subcommittee and task force recommendations.

C. Principal's Role

- 1. The principal is ultimately responsible for Meeker's adherence to district policy and regulations, administrative directives and guidelines, negotiated agreements, federal and state regulations and statutes. The Cabinet hold the principal accountable for all aspects of the building program and for keeping the Cabinet informed of SCDM ideas and decisions.
- 2. The principal has power to overturn or delay implementation of MELT decisions that are out of compliance with policies and regulations cited in subsection 1.
- 3. The principal shall work openly and cooperatively with MELT to enhance its ability to deal effectively with the issues brought before it.
- 4. In the meeting, the principal has **one** vote, may make or second a motion and is subject to the same rules of debate as other members.

V. MEETINGS

- A. Shall be the second Thursday of the month or as set by MELT vote.
- B. Meetings shall be from 7:30 AM until 8:00 AM.

1. Time may be extended by a 2/3 vote of those in attendance. MELT would convene the 3<sup>rd</sup> Thursday of the month if needed.

C. Meetings shall be conducted in general compliance with *Sturgis Standard Code of Parliamentary Procedures*.

D. Motions

1. Can be made and seconded by any member.
2. Pass upon receiving a favorable majority of votes cast by members present. (A tie vote means the motion has failed.)

E. Quorum

1. For motions to be approved or amendments adopted a quorum must be present.
2. A quorum shall consist of one half of the total MELT membership.

F. An annual MELT evaluation will be completed each spring using the most recent format developed by the joint TEA/TPS committee.

## VI. ADOPTION AND AMENDMENT

- A. These MELT bylaws shall be in force upon receiving a 2/3 favorable vote.
- B. Any member may propose bylaws amendments.
- C. Proposed amendments to these bylaws shall have two readings at successive meetings. They may only be adopted following the second reading.
- D. Amendments must be approved by a 2/3 favorable vote on MELT members.