

**Stadium High School
School -Centered Decision Making
By-Laws/Operating Procedures
Revised and formally Adopted May 26,2021**

1. Mission

The purpose is to provide an open forum for discussion and serve as a decision-making body for matters related to the operations of Stadium High School. This would include, but is not limited to, a school mission statement, building initiatives, master calendar, optional pay requests, and department budgets.

2. Membership:

Membership is open to all individuals able and/or wishing to attend. The heads of the respective departments will be responsible for representation (self or proxy) at each meeting. ASB will be represented with one of the four officers. Administration, staff (certificated and classified), parents and students are all welcome at the meetings.

3. Voting:

There shall be open voting for all in attendance.

Voting shall be done by a single representative as determined by the following thirteen groups:

- English Department
- Math Department
- Science Department
- Social Studies Department
- Business/Family and Consumer Science/Industrial departments
- Art/Music/Performing Arts Departments
- Student Services/Psychology
- World Languages/ELL
- PE/ROTC
- Counseling/Nurse/Athletics/Library/College & Career/Instructional Coach
- Administration
- Paraprofessionals/Security/Custodial/Secretarial
- Parents
- ASB/Class officers

A motion by a single voting representative of the recognized groups will delay the vote until the next meeting. This would allow extended time for discussion, processing, debate, and reporting to the constituency of the aforementioned SCDM voting groups. This single delay in voting would only be recognized after the initial introduction. Further tabling of a motion would require a majority of the voting representatives.

4. Meetings:

A quorum will be recognized by a total of thirteen (13) individuals. This will be determined no later than five minutes after the scheduled meeting time of 2:30PM.

Meetings will be scheduled at the beginning of the year and posted. Meetings, generally, will be once a month. A second optional meeting for the months of October, January, February, March, April, and May will be scheduled, but not necessarily called unless there are ample agenda items, a call by the membership, or emergency action(s) that make a meeting necessary.

The scheduled length of the meetings shall be one hour. Meetings requiring more time (a ten-minute extension) must be approved by the members present.

Any group or individual may submit agenda items. Agenda items need be submitted to the Chairperson prior to the meeting. Only agenda items can be voted on.

5. Duties:

The SCDM Chairperson is responsible for ensuring that the meetings are publicized, and agendas established in advance. The SCDM Chair will oversee operational aspects of the meeting. The Chairperson will vote only in the case of a tie in the voting. The Chairperson's presence will count towards a quorum.

A recording secretary will take notes at each meeting to facilitate record keeping and the writing of the minutes.

The SCDM Chairperson's position shall be a two-year term. The nomination process will take place in April/May of every odd numbered year and a SCDM vote shall take place by the end of year. In the event of the Chairperson being unable or unwilling to fulfill the term of service, the SCDM body will appoint an interim Chairperson for the remainder of the term.

6. Decision Making

SCDM will have the power to make decisions in those areas agreed upon in the District guidelines and Bargaining Agreement. The SCDM body will decide which issues need be brought to the staff for a simple majority vote and/or where a super-majority of 70% must be reached.

Ad hoc committees may be formed as are needed. Committees will report back to SCDM with their progress and recommendations.

Robert's Rules of Order shall preside over the decision-making process. Motions will be decided by a simple majority.

These by-laws may be amended by having the proposed amendment being submitted for the agenda and then presented in writing at a scheduled meeting. A two-thirds majority of the quorum present shall be required for the passage of an amendment at a future SCDM meeting.