

By-laws of the School Board of Our Lady School



Article I. Initial School Board of Our Lady School

Section 1.01 The transitional School Board is in effect until May 2018. At that time, two members will drop from the Board, to be replaced by two newly elected members (3-year term). In May 2019, two more members will drop from the Board to be replaced by newly elected members (3-year term). The remaining members will drop from the Board in May 2020, at which time all elected positions of the School Board will be in three-year rotations. Members of the initial School Board may be elected or reappointed by the Pastor for an additional term during and after the change from transitional Board to permanent Board.

Section 1.02 Between May 2018 and May 2020, the Pastor will appoint or reappoint two School Board members.

Article II. School Board

Section 2.01 Quorum for the School Board proper shall be defined as the presence of the Pastor, Principal, and five lay members.

Section 2.02 Each School Board member shall be assigned to up to 2 standing committees. The chair of a standing committee should be a School Board member.

Section 2.03 If a School Board member resigns or is no longer eligible to serve on the Board, the Pastor will appoint a new member for the remainder of the term.

Section 2.04 Upon the expiration of the term of office, or in case of a resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to that office. Committee chairs shall also turn over to the President, without delay, all records, books, and other materials pertaining to that office.

Section 2.05 General School Board Elections

- (a) The School Board's Nomination Committee will create and/or approve previous School Board application forms in advance of a school-wide election to be conducted in early May.
- (b) Applications will be vetted by the Nomination Committee and then provided to the Pastor with recommendations for inclusion/no inclusion on the ballot.
- (c) Ballots will be created and distributed to school families.
- (d) Voting procedures will be based on one vote per parent/guardian in each household.
- (e) Results will be based on approval voting.
- (f) Newly elected School Board members will assume their seats on the Board at the first meeting after the election.

Article III. Officer Terms and Elections

Section 3.01 A new Vice President will be elected each year, serving one year as Vice President and the second year as President. Presidents and Vice Presidents must have a child(ren) in Our Lady School for the duration of their office to promote the visibility of the School Board and to enhance communication with the main constituents of the school.

Section 3.02 Official terms of office run from June 1-May 31.

Section 3.03 Officers shall be elected by an approval vote of membership present at the election meeting, which will take place as soon as possible after the end of the school year so that the new officers can be ready for the start of school in the fall. No officer position shall be run uncontested. The election of each officer must be confirmed by the Pastor. If the Pastor chooses not to confirm the person elected, a new election is held for that office with the person who was not confirmed becoming ineligible to be elected at that time.

Section 3.04 Each officer shall communicate with and deliver to his/her successor all official materials pertaining to that position no later than June 15 and shall act as advisor to his/her successor for a transitional period of no less than three months

Article IV. **Officer Duties**

Section 4.01 The President will preside at all regular School Board meetings and is a de facto member of all School Board committees. Being a de facto member of all committees, however, does not require the President to attend the meetings of those committees; it simply provides for that option. The President is also an *ex officio* member of the OLS Athletic Association.

Section 4.02 The Vice President serves as an aide to the President and shall perform the duties of the President in the absence or inability of that officer. The Vice President will assume the presidency upon the completion of the President's one-year term.

Section 4.03 The Secretary records all minutes of all regular School Board meetings and makes the minutes available to the community. The Secretary also maintains a current copy of the Our Lady School Constitution, Bylaws, and School Board Committee membership lists. S/he also handles all correspondence and is the custodian of all communication, papers, and documents belonging to the School Board.

Section 4.04 The Executive Board is comprised of the Pastor, President, and Principal. The Principal, in consultation with the President, will determine the agenda for each Board meeting.