



THE BROMFIELD SCHOOL COUNCIL BY-LAWS

The Bromfield School

Harvard, Massachusetts

ARTICLE I: GENERAL

The name of this organization is The Bromfield School Council, and it represents the Bromfield School staff, the parents of current Bromfield School students, and the Harvard community at large. The Bromfield School serves as a representative school building-based group to advise the Bromfield Principal.

ARTICLE II: PURPOSE

The purpose of The Bromfield School Council is to continually advocate for educational excellence at Bromfield. Strong staff, parent and community partnerships will be forged to help shape school policies and programs. All decisions and recommendations made by the Bromfield School Council will reflect the Harvard community.

ARTICLE III: MEMBERSHIP

The membership of The Bromfield School Council will consist of the Bromfield Principal, sitting as professional staff member, who will co-chair the Council; three other members of the Bromfield School professional staff; four parents of students attending the school not employed by the Bromfield School on a regular basis; a minimum of three high school students; and three other persons, designated community representatives, reside in the town of Harvard. To the extent possible, the Bromfield School Council will be broadly representative of the townspeople of Harvard with equal representation given to staff and parents.

Parent and Community members elected or appointed to The Bromfield School Council will serve three (3) year terms. Teacher and student members elected to The Bromfield School Council will serve two (2) year terms. Elected members will not serve more than two (2) consecutive terms. Elections will be held on a rotating basis. In case of a member being elected or appointed to replace a member not completing a term, the new member will complete the unexpired term and then be eligible for two additional terms.

ARTICLE IV: ELECTIONS

Parent members will be elected by the parents of students attending The Bromfield School in elections held in May by the local recognized parent-teacher organization.

Staff members will be elected in May by the staff. Students will be elected in May by the students of The Bromfield School.

Community representatives will be recruited by The Bromfield School Principal from a pool of community leaders and members of community organizations interested in working for school improvement.

Newly elected or appointed members will attend meetings as apprentices until they take office in September, replacing outgoing members.

Interim vacancies will be filled by appointment of the co-chairs until the next regularly scheduled election for elected members. At that time, a new member will be elected to fill the remaining term of the original vacating member.

ARTICLE V: PROCEDURES

- A. The Bromfield School Council will follow the provisions of the Open Meeting Law (Chapter 39 of the General laws of the Commonwealth). A schedule of meeting dates and times will be determined at the first meeting of the year. Additional meetings may be called at the discretion of the co-chairs.
- B. At the first meeting of the year, a member will be elected to serve as co-chair with The Bromfield School principal.
- C. Minutes of each meeting will be kept and distributed to members within a reasonable time. Minutes will be available on the website.
- D. A notice of meetings with a tentative agenda will be published prior to each meeting and posted publicly. The co-chairs will prepare the agenda and arrange for the distribution.
- E. A quorum consists of more than half of the total members of The Bromfield School Council, providing at least one parent representative and one staff representative are present.

ARTICLE VI: SUBCOMMITTEES

The Bromfield School Council will reserve the right to establish subcommittees as needed. Any Bromfield School Council subcommittees may include non-members.

ARTICLE VII: AMENDMENTS

The By-Laws may be amended at a regular meeting of the Bromfield School Council by a majority vote of the total membership of the Council. Such amendments must be presented to the members at a meeting for a first reading, but may not be adopted by the membership until a subsequent meeting.