

**OUR LADY OF MT. CARMEL SCHOOL BOARD FOR
OUR LADY OF MT. CARMEL SCHOOL BYLAWS**

ARTICLE I

ESTABLISHMENT AND FUNCTION

Section 1.1 –Establishment

The pastor of our lady of Mt. Carmel parish establishes the Our Lady of Mt. Carmel School Board as a consultative board, reporting to the pastor.

Section 1.2 - Purposes and Functions

The board is established by the pastor to assist him and the school’s principal in the governance of the school program. Board recommendations shall be binding through the school upon ratification by the pastor.

Section 1.3 - Responsibilities

The responsibilities of the Our Lady of Mt. Carmel School Board are to:

- A. Recommend an annual operating budget for Our Lady of Mt. Carmel School
- B. Establish and annually update with the principal a long range plan for Our Lady of Mt. Carmel.
- C. Research and recommend general educational and financial policies that will guide the administration in achieving the objectives of the long range plan. The policies recommended by the board shall be in compliance with the laws of the Roman Catholic Church and the regulations and policies of the Diocese of Belleville.
- D. Participate in the evaluation of the effectiveness of the principal in implementing policy.
- E. Communicate Our Lady of Mt. Carmel School policies and decisions to the Our Lady of Mt. Carmel School community.
- F. Insure the implementation of diocesan educational policy in the Our Lady of Mt. Carmel School.
- G. Assist in the creation of a development and public relations program for the Our Lady of Mt. Carmel School.

ARTICLE II

MEMBERS

Section 2.1 - Membership

Our Lady of Mt. Carmel School Board shall consist of nine (9) members including six (6) elected and three (3) appointed as hereinafter provided), and such additional voting members from the other parishes as hereinafter provided. **Section 2.2 - Non-parish Board Members**

For each twenty (20) non-parishioner Catholic students enrolled at Our Lady of Mt. Carmel School, one additional member shall be added to Our Lady of Mt. Carmel School Board for non-parish representation. This additional member shall be added when enrollment includes ten (10) non-parish students. If the number of non-parish students is ten (10) to thirty-nine (39), the member shall come from the Parish with the largest number of students enrolled, provided that this parish is in compliance with the established Diocesan Policy on Parish assessments. If the number of students is forty (40) to fifty-nine (59), the second member shall come from the parish with the second largest enrollment. This same procedure will be used for any and all additional Board positions, up to a maximum of our (4) non-parish members. In the case of an equal number of students from two (2) leading parishes, the decision of which parish will be represented will be decided by lottery at a regular Board meeting.

- A. The outside parishes under the direction of their pastor shall select their representative member of Our Lady of Mt. Carmel School Board and shall submit the name of the designated member by June 30 each year to the principal.
- B. The number of outside parish students and members shall be reviewed annually.
- C. Outside parish representatives shall serve terms as determined by the outside parish under the direction of their pastor, however, no outside parish representatives shall serve more than six (6) consecutive years.
- D. Non-Parish members are not eligible for board offices.

Section 2.3 - Term

All terms shall begin on July 1 or each year and extend until their successor has been qualified and elected or appointed. Each elected and appointed member shall serve a term of three (3) years. Two (2) members shall be elected each year and one appointed by the pastor. No board member, shall serve for more than two (2) consecutive three-year terms or for a total of six (6) consecutive one-year terms.

Section 2.4 - Membership Criteria

All board members shall meet the following criteria:

- A. An interest in and commitment to Catholic education, and the Our Lady of Mt. Carmel philosophy and mission.
- B. Availability to attend meetings and periodic in-service programs and to participate in committee work.
- C. Maintain high levels of integrity and confidentiality.
- D. Deal with situations as they relate to the good of the entire school community.
- E. Be a credible witness to the Catholic faith in the school community and beyond. F. Must be parishioners in good standing and at least eighteen (18) years of age.

Section 2.5 - Paid Employees - Restriction

Paid employees and spouses of paid employees of Our Lady of Mt. Carmel are not eligible for board membership.

Section 2.6 -Nominations for Membership

Not later than the regularly scheduled March board meeting each year, a nominating committee consisting of an elected board member whose term of office is not expiring and two (2) additional members of the parish not serving on the school board shall be appointed by the chair of the board with the consent of the board. The nominating committee shall solicit nominations for election to Our Lady of Mt. Carmel School Board from the parish. The nominating committee shall nominate at least two (2) candidates for each position to be filled. The nominating committee shall report the list of candidates to the school board at the school board meeting in April of each year.

Section 2.7 - Election of Members

The election of members shall be conducted by the nominating committee and shall be held in May of each year. On the dates specified (as determined by the nominating committee) election ballots shall be distributed to those parish members (18 years or over) in attendance at the masses held at OLMC parish. Election ballots shall be collected at those same masses. The nominating committee shall canvass the ballots and report the results of the election at the June school board meeting. Those candidates receiving the greatest number of votes for the positions available shall be elected.

Section 2.8 -Vacancy

Any vacancy shall be filled by the board for the remainder of the term vacated.

Section 2.9 - Conflict of Interest

In the event any member or the school board has a conflict of interest or the appearance of a conflict of interest, concerning any issue before the board which that member would otherwise be entitled to vote upon, that member shall not participate in the debate or discussion concerning the issue, and shall not be permitted to vote on the issue. In the event that there is a question concerning whether a conflict of interest exists concerning an issue, the school member shall inform the pastor of the potential conflict of interest and all facts relevant to a complete understanding of the potential conflict. The pastor, after being fully informed of all relevant facts shall decide whether that member will be permitted to vote on the issue, which decision shall be final and binding.

Section 2.10 - Removal

One or more members of the school board may be removed with or without cause by the pastor. Any member who is absent from two (2) consecutive meetings for any reason, unless otherwise excused by the chair, shall forfeit his or her membership.

ARTICLE III

OFFICERS

Section 3.1 - Officer Positions

The Officer of the school board shall be:

A. Chairperson: The chairperson shall preside at all meetings of the school board. The chairperson shall have all the general powers and duties which are usually vested in the office of chairperson of the board, including the power to appoint committees as the chairperson may deem appropriate. The chairperson shall serve one year in that position and shall be succeeded in office by the Vice-chairperson.

B. Vice-chairperson: In the absence or disability of the chairperson, the vice-chairperson shall perform the duties and exercise the powers of the chairperson. The vice-chairperson shall also perform other duties as prescribed by the chairperson of the board. The vice-chairperson shall become chairperson of the board when the term of the chair is complete.

C. Secretary: The secretary shall insure that minutes are kept of all meetings of the

school board and will insure that copies of agendas, minutes, resolutions and other board actions are maintained in a permanent record. The secretary shall perform the duties and functions customarily performed by the secretary of the board.

Section 3.2 - Election of Officers

Election of officers to Our Lady of Mt. Carmel School Board shall be held at the end of the June meeting each year.

ARTICLE IV

EXECUTIVE COMMITTEE

Section 4.1 -Members

Members of the executive committee shall be the elected officers of Our Lady of Mt. Carmel School Board, the pastor and the principal.

Section 4.2- Executive Committee Meetings

The executive committee shall meet at least two (2) weeks prior to the regular meeting of the school board to prepare the board agenda.

ARTICLE V

STANDING AND SPECIAL COMMITTEES

Section 5.1 -Standing Committees

The standing committees of the Our Lady of Mt. Carmel School Board are:

A. Finance

Subcommittee – School Committee

B. Curriculum and Technology

C. Facilities

D. Executive

E. Parent Teacher Organization (“PTO”)

F. Athletics

Members of standing committees, including the chairperson, are appointed annually by

the board chairperson.

Section 5.2 - Special Committees

Special committees shall be established by action and approval of the Our Lady of Mt. Carmel School Board.

Section 5.3 - Duties

The duties of all committees shall be established in writing and approved annually by the Our Lady of Mt. Carmel School Board. Members of all committees shall be appointed by the chairperson after consultation with the board. The chairperson of the board and the principal shall be ex-officio members of all standing committees.

ARTICLE VI

MEETINGS

Section 6.1 -Open to Public

All meetings of the Our Lady of Mt. Carmel School Board shall be open to the public.

Section 6.2 - Quorum

A simple majority of the voting members of the school board constitutes a quorum for each meeting.

Section 6.3 - Order of Business

The order of business shall be determined by the chairperson. The agenda and written committee reports shall be available to all board members at least one (1) week prior to the regularly scheduled board meeting.

ARTICLE VII

MANNER OF ACTING

Section 7.1 -Rules of Order

Whenever an agenda item is presented for action at a school board meeting, the members will attempt to reach a consensus after careful consideration and discernment in a spirit of cooperation. To obtain this objective, rules of order shall be maintained by the chairperson in accordance with the following norms:

A. The chairperson may call for directed discussion which shall proceed as follows: The

chairperson will invite each members, in an order to be determined by the chairperson, to address the question; each member may pass until the others have spoken; no one may speak twice until all have been given the opportunity to speak; after all have spoken the chairperson may attempts to formulate a consensus, with directed discussion continuing until the chairperson has, in his or her judgment, expressed the consensus of the board. The chairperson shall direct that the final formulation of the consensus be recorded as such in the minutes.

B. The chairperson may permit free (non-directed) discussion until satisfied with the formulation of a consensus as provided above.

C. Any member of the board has the right to propose that a particular meeting or portion of a meeting be conducted strictly in accordance with parliamentary procedure. Without permitting discussion of this proposal, the chairperson will call for a vote and with a majority consenting, use ROBERT'S RULES OF ORDER.

D. If any member makes a parliamentary motion at any time during any meeting with the words, "I formally move," or their obvious equivalent, the consideration of that motion and any amendments to it must be conducted in accordance with ROBERT'S RULES OF ORDER.

Section 7.2- Closed Meetings (Executive Sessions)

The chairperson, pastor, or principal may call the board into a closed meeting if any of them determines that to be appropriate, for example when dealing with personnel issues. Any other member may move for a closed meeting or executive session upon majority approval of the board.

ARTICLE VIII

RELATIONSHIPS WITH OTHER GROUPS

Section 8.1 -Diocese

The relationship between the Our Lady of Mt. Carmel School Board of Our Lady of Mt. Carmel School and the Diocese of Belleville is stated in diocesan education policies. The policies recommended by the Our Lady of Mt. Carmel school board shall be in concert with diocesan policy.

Section 8.2 - Parish Council

The relationship between Our Lady of Mt. Carmel School Board and Our Lady of Mt. Carmel parish council shall be characterized by good communication and cooperation. The

Parish council is encouraged to send representation to attend the school board meetings and communicate with the school board.

Section 8.3 - Parish Finance Council

The relationship between Our Lady of Mt. Carmel School Board and Our Lady of Mt. Carmel finance council shall be characterized by good communications and cooperation. The chair of the school board finance committee shall represent the school board to the parish finance council.

Section 8.4- Our Lady of Mt. Carmel's School Foundation

The relationship between Our Lady of Mt. Carmel School Board and Our Lady of Mt. Carmel School Foundation shall be characterized by good communication and cooperation. The school board and the foundation should share information and plan in common for the benefit of Our Lady of Mt. Carmel School. The chair of the school board development committee shall represent the school board to the Our Lady of Mt. Carmel School Foundation. The foundation is encouraged to send representation to attend the school board meetings and communicate with the school board.

ARTICLE IX

PRINCIPAL

Section 9.1 -Role

The principal of Our Lady of Mt. Carmel shall serve as the chief administrator of the school with responsibility for ordinary administration of Our Lady of Mt. Carmel School in the following areas, subject to the approval of the pastor.

- A. Academic affairs
- B. Student affairs
- C. Catholic identity of the school
- D. Business affairs
- E. Development affairs

Section 9.2- Relationship to the Our Lady of Mt. Carmel School Board

The principal of the Our Lady of Mt. Carmel School shall serve as administrative officer of the Our Lady of Mt. Carmel School Board and shall be responsible for the implementation of

board policy. The school board shall have a role in hiring and evaluation of the principal, as determined by the pastor.

ARTICLE X

AMENDMENT TO THE BY-LAWS

Section 10 – Amendment of the By-Laws - The bylaws of the Our Lady of Mt. Carmel School Board may be amended by a majority vote of the school hoard and ratification by the pastor. Board members must receive written notice of and the proposed bylaw amendments one month before the vote to amend.

Prepared 12/1997 as amended 10/2011

olmclolmcbby.law