

**U.S.D. 273 EMPLOYEE COUNCIL
BYLAWS**

- 1). All official meetings will be held on the first Wednesday of every school month at the Superintendent's office at **4:10 P.M.** Meetings will be adjourned no later than 5:00 P.M. If at the regular meeting of the month an additional meeting is considered necessary, then it shall be held on the third Wednesday of that month. A special meeting may be called at any time by the chairperson or an employee council quorum.
- 2). The meeting will be conducted by the Chairperson who has been elected by the Employee Council. A chairperson and vice-chairperson will be elected at the first meeting of each school year.
 - a). If, on a temporary basis, the chairperson cannot perform the duties of the office, the vice-chairperson shall assume the duties of chairperson. If, on a permanent basis, the chairperson cannot perform the duties of the office, the vice-chairperson shall become chairperson and a new vice-chairperson shall be elected by the Employee Council.
 - b). A secretary will be provided by the district office.
- 3). Certified Representative members shall be elected for two-year terms in April as follows: Four from the Beloit Elementary School, four from the Beloit Jr.-Sr. High School, and one to represent out-of-district Special Education Cooperative employees. Classified representative members shall be elected for two-year terms in April as follows: Three total classified staff: one from the Beloit Elementary School and one from the Beloit Jr.-Sr. High School, and one to represent out-of-district Special Education Cooperative employees.
 - a). Newly elected members will attend the May meeting of Employee Council, but will not take office until July.
 - b). The administrative representation shall consist of the Superintendent, Director of Special Education and Principals of the Beloit Elementary School and the Beloit Jr.-Sr. High School. Administrators are non-voting members of the council.
 - c). No immediate family member and/or significant other of administration shall serve on employee council. No immediate family member and/or significant other of a board of education member shall serve on employee council.
- 4). Minutes of the meeting will be kept by the secretary.
- 5).
 - a). A quorum consists of five teachers, one classified staff and two administrators.
 - b). Motions may be approved by a majority of the voting members present.
- 6).
 - a). All proposals approved by Employee Council that involve major policy changes and compensation matters will be subject to a vote by employees. Ratification of such proposal changes will be simple majority of those who voted.

- b). The Employee Council will decide which other matters are to be voted upon by the employees. Any proposal acted upon by the council but not sent to employees for vote can be called for vote by a petition of ten employees within two weeks after Council has acted upon the proposal. No proposal will be presented to the board before the two-week deadline.
 - c). Major policy proposals and compensation changes to be presented to the employees for ratification will be in written form and balloting for such will be by secret ballot unless a phone ballot is necessary.
 - d). Each building principal and Employee Council member will be responsible for providing a time and place for voting. All personnel will vote the same days.
 - e). The voting will be for two consecutive days from 8:00 A.M. until 4:00 P.M. Results will be sent or called to the district office upon completion of balloting.
 - f). Balloting procedures may be set aside by a majority of the quorum.
7. Formation of committees for Employee Council:
- a). Committees will be appointed by the chairperson.
 - b). Members of committees may include employees outside the council.
 - c). No immediate family members and/or significant others may serve on an employee council committee.
- 8). Standing committees for Employee Council shall include but not be limited to:
- a). Salary and benefits.
 - b). Sick leave sharing.
 - c). Calendar.
- 9). An agenda will be formulated by the Chairperson and be distributed by email no later than three days before each Employee Council meeting.
- 10). From time to time, the Council will appoint a representative to advise the Board of Education in regards to concerns and reactions of personnel as discussed by the Council.

- 11). Any written correspondence given to the Employee Council Chair to be read to the Council must be *signed* and delivered to the Chair at least *24 hours prior* to the next Employee Council meeting.

NOTE: Unified School District No. 273 Employee Council was previously called Faculty Council.

AMENDED: October 2, 1991; November, 1993; February 5, 1997, January 5, 2000, September 3, 2003, August 16, 2004, October 5, 2005, October 4, 2006, May 7, 2008, September 3, 2008, August 19, 2009, August 16, 2010, September 7, 2011, September 5, 2012, August 14, 2013, April 15, 2019

APPROVED BY BOE: May 13, 2019