

St. Monica School Commission Standing Rules

ARTICLE I

MEMBERS

Section 1 Every person eighteen (18) years of age or older, who is a registered member of St. Monica Parish or a spouse of a registered member of St. Monica Parish is eligible to serve as an elected or appointed member on the School Commission. A non-parishioner parent of a child attending St. Monica School may serve as an elected or appointed member of the School Commission member.

Section 2 All School Commission members should have a strong commitment to Catholic Education.

Section 3 All School Commission members are expected to attend and participate in all scheduled meetings. Failure to attend meetings may result in removal as provided in Article VI, Section 4 of the St. Monica School Commission Bylaws.

Section 4 All School Commission members are expected to sit on and participate in at least one standing committee of the School Commission.

Section 5 The School Commission must be represented on the Parish Pastoral Council and will be appointed by the President of the School Commission. The representative to the Parish Finance Committee is the Chairman of the Finance Committee of the School Commission or his/her designee.

ARTICLE II

NOMINATIONS AND ELECTIONS

Section 1 Nominations for members elected by the parishioners of St. Monica and non-parishioner parents of children attending St. Monica School shall take place in April of each year. Elections shall be held in May of each year or as scheduled by the Parish Pastoral Council. Terms shall begin on July 1 of each year after discernment.

Section 2 The Membership Committee shall administer the nominations and election for the coming term for members of the School Commission.

Section 3 A parishioner of St. Monica or a non-parishioner parent of a child attending St. Monica School may nominate oneself, another parishioner, the spouse of a parishioner, or a non-parishioner parent of a child attending St. Monica School. All nominations must be confirmed by the Membership Committee before announcement.

Section 4 All candidates for election must be approved by the Pastor.

Section 5 Any vacancy existing on the School Commission of an elected or appointed member for any cause, other than expiration of term, shall be filled for the un-expired term by a confirmation vote of the School Commission members with a nominee who has been selected by either the Pastor and/or the Executive Committee of the School Commission. In addition, the selected nominee shall meet the requirements of Article III of the School Commission Bylaws. All elected and appointed member nominees of school commission must be approved by the Pastor of St. Monica Parish.

Section 6 All registered members of the parish at least eighteen (18) years of age and non-parishioner parents or legal guardians of children attending St. Monica School are entitled to vote in the election of School Commission members held each year.

Section 7 The criteria for election as a School Commission member include:

- a. the number of openings on the School Commission shall be filled by the same number of nominees with the greatest number of votes, except as provided in this Section;
- b. only one (1) non-parishioner nominee may be elected in an election;
- c. in the event that the number of votes for non-parishioner nominees would result in more than one non-parishioner nominee filling more than one opening on the School Commission, only the non-parishioner with the most votes shall be elected to the School Commission. In such event, the nominee who is a registered member of St. Monica Parish with the next most votes shall be elected to the Commission.

ARTICLE III

EXECUTIVE COMMITTEE

Section 1 The Executive Committee of the School Commission shall consist of the Pastor, the Principal, and the discerned officers of the School Commission, i.e., President, Vice-President, and Secretary,

Section 2 The Executive Committee shall meet monthly to prepare for the School Commission meeting including setting the agenda and distributing the agenda to the School Commission members.

Section 3 Between meetings, the management of the School Commission shall be entrusted to the Executive Committee.

Section 4 All officers shall provide to their successors all appropriate records and property of the School Commission within 14 business days after the June meeting.

Section 5 A vacancy in any Executive Committee Office of the School Commission for any cause, other than the expiration of a term, shall be filled for the un-expired term by a majority vote of the entire School Commission, except a vacancy in the Presidency, in which case the Vice-President shall automatically fill this vacancy.

ARTICLE IV

PROPOSALS BY PARISHIONERS/NON-PARISHIONERS

Section 1 Proposals by a parishioner or non-parishioner to be considered by the School Commission shall comply with the processes outlined in the Bylaws and the Standing Rules of the School Commission.

Section 2 Proposals for consideration by the School Commission shall be made in writing or through electronic means to the Executive Committee for initial consideration at the Executive Committee meeting. The Secretary will notify the person submitting the proposal if and when the proposal will be on the agenda of the School Commission and, if placed on the agenda, ask the person to attend the School Commission meeting to give further information if necessary.

Article V

Standing and Special Committees

Section 1 Standing and special committees shall be established by the action and approval of the School Commission.

Section 2 The standing committees shall consist of:

- a. Executive Committee;
- b. Finance Committee;
- c. Monitoring Committee.
- d. Marketing and Communications Committee;
- e. Membership Committee;

Section 3 The role of the various standing committees include:

- a. Executive Committee: prepares the agenda based on input from the Pastor and Principal; provides meeting minutes;

- b. Finance Committee: assists in the development of the annual budget for presentation to the Parish Pastoral Council; serves on the Parish Finance Council;
- c. Monitoring Committee: oversees and reports on the measurable performance in given areas; recommends School Commission goals for the upcoming school year;
- d. Marketing and Communications Committee: provides reports to the parish and school; assists the administration with a comprehensive development program for enrollment and public relations;
- e. Membership Committee: conducts membership elections and provides opportunities for spiritual growth and in-service training.

Section 4 Prior to the conclusion of each school year the Monitoring Committee will provide the School Commission with the results of the performance of the school, which may include but is not limited to such areas as academics, technology, security, and wellness. Based on the performance results and the recommendations of the Monitoring Committee, the School Commission along with the school administration will develop the goals for the upcoming school year no later than the June meeting.

Section 5 The goals as determined by the School Commission will determine the special committees that will be required for the upcoming school year. These committees will be approved by the Executive Committee as special committees of the School Commission. Examples of these committees include:

- a. Academic Committee;
- b. Technology Committee;
- c. Security Committee.

Section 6 The special committees will have a specific task (short term goal) to complete that will be attainable and measurable in less than the school year. If long-term goals are identified, a standing committee may be required. The goal of the special committee is determined by the School Commission and the school administration. The special committee is commissioned at the first School Commission meeting of the school year.

Section 7 All School Commission members are expected to serve on a standing committee and/or special committee for each school year that they are a commission member.

ARTICLE VI

MEETINGS

Section 1 Meetings shall be held as prescribed in the Bylaws, Article VI.

Section 2 All meetings shall be open to the public except closed sessions and as prescribed in the Bylaws, Article VI, Section 3.

ARTICLE VII

ORDER OF BUSINESS

Section 1 The Executive Committee shall determine the order of business of the School Commission meetings. Members shall receive the meeting agenda at least three days prior to the meeting.

Section 2 The School Commission meeting agenda shall be posted on the St. Monica School website at least three days prior to the meeting.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

Section 1 Robert's Rules of Order (latest copyright) shall be parliamentary authority. The President shall appoint a parliamentarian for the School Commission.

ARTICLE IX

AMENDMENTS TO THE STANDING RULES

Section 2 The Monitoring Committee shall review the Standing Rules annually and any suggested changes to the Standing Rules shall be submitted to the School Commission.

Section 3 Amendments to the Standing Rules must be presented to the School Commission Executive Committee in writing or through electronic communications after finalization of the amendment and prior to a vote of the School Commission.

Section 4 Amendments to the Standing Rules will be presented to and reviewed by the School Commission at least thirty (30) days prior to voting for either approval or veto of the amendment. After thirty (30) days, the amendment will be voted on at a regular School Commission meeting with approval requiring an affirmative vote of two-thirds of the School Commission membership.

Section 5 The Pastor or his designee shall ratify or veto amendments recommended by the School Commission. The Pastor's ratification or veto (or that of his designee) must be provided in written or electronic means to the School Commission within thirty (30) calendar days following the vote by the School Commission. If the Pastor does not provide his ratification or veto of the policy of the School Commission within the 30 day time period, then the action (vote) of the School Commission regarding the policy stands.

ARTICLE X

SCHOOL POLICIES

Section 1 The existing School policies will be reviewed by the School Commission annually prior to the end of the school year. If it is determined by the Principal and/or the school administration and/or the School Commission that a policy either requires updating or a new policy is necessary, the item will be added to the School Commission goals for the upcoming school year.

Section 2 The new/amended school policy must be presented to the School Commission Executive Committee in writing or through electronic communications after finalization of the policy and prior to a vote of the School Commission.

Section 3 New and/or revised policies will be presented to and reviewed by the School Commission at least thirty (30) days prior to voting for either approval or veto of the policy. After thirty (30) days, the policy will be voted on at a regular School Commission meeting with approval requiring an affirmative vote of two-thirds of the School Commission membership.

Section 4 The Pastor or his designee shall ratify or veto the new and/or amended policy recommended by the School Commission. The Pastor's ratification or veto (or that of his designee) must be provided in written or electronic means to the School Commission within thirty (30) calendar days following the vote by the School Commission. If the Pastor does not provide his ratification or veto of the policy of the School Commission within the 30 day time period, then the action (vote) of the School Commission regarding the policy stands.

Section 5 The Pastor or his designee shall also review other decisions (non-policy) made by the School Commission and provide feedback. If no feedback is provided within thirty (30) calendar days of the decision, it will be presumed that the decision is acceptable to the Pastor.

Section 6 The Secretary of the School Commission shall be responsible for providing the Pastor with the necessary information regarding any policy or decision made by the School Commission in order for him to ratify or veto the decision.

ARTICLE XI

REPORTS TO THE SCHOOL COMMISSION

Section 2 Each standing and special committee of the School Commission shall, on a monthly basis, prepare and send to the School Commission Secretary a copy of the minutes from their meeting(s), and other relevant information to keep the School Commission informed about the activities of the committees. The first report shall be provided in September of each year.