



# District Student Council

## DSC Bylaws

### 1. Current Counselor Positions:

- a. Alliance, Benson, Cleveland, Franklin, Grant, Wells, Jefferson, Lincoln, McDaniel, Metropolitan Learning Center, Roosevelt and other schools managed by PPS as may be allowed by PPS policy.

### 2. Attendance

- a. Regularly scheduled meetings are weekly. DSC councilors are expected to attend at least the number of meetings required by the Board in order to receive an elective credit. If a councilor cannot make a specific meeting, they are expected to communicate the reason for the absence to the Leadership Team and/or staff liaison prior to the meeting. A failure to communicate about missing a meeting will count as an absence from the meeting, and three communicated absences will result in one absence against receiving councilor elective credit.

### 3. Leadership positions

- a. Student Representative to the Board of Education (SR):
  - i. Their roles responsibilities shall be to:
    1. Attend Board of Education (BOE or Board) meetings and to represent the diverse voices of the district student body at such meetings.
    2. Cast their symbolic vote on the BOE in accordance with the best interest of students.
    3. Set the DSC meeting agendas in conjunction with the rest of the Leadership Team.
    4. Chair DSC meetings.
    5. Notify the DSC how they plan to vote on noticed Board matters.

6. Be sufficiently familiar with District Leadership and assist DSC members in getting into contact with District Leadership.
- ii. Their roles and responsibilities shall not include:
  1. Making unilateral decisions on behalf of the DSC.
- b. Deputy Student Representative:
  - i. Their roles and responsibilities shall be to:
    1. Chair meetings in the absence of the SR.
    2. Serve any role at Board meetings as permitted by Board policy.
    3. Set DSC meeting agendas in conjunction with the rest of the Leadership Team.
    4. Serve as an advisor to the Student Representative.
    5. Assume the responsibilities of Student Representative in their absence.
- c. DSC Manager:
  - i. Their roles and responsibilities shall be to:
    1. Take notes at the DSC meeting.
    2. Set DSC meeting agendas in conjunction with the rest of the Leadership Team.
    3. Manage the shared DSC Google Drive, which shall contain all DSC materials.
    4. Distribute necessary meeting materials to the DSC, preferably digitally.
- d. Communications Director:
  - i. Their roles and responsibilities shall be to:
    1. Manage the DSC's social media accounts.
    2. Set DSC meeting agendas in conjunction with the rest of the Leadership Team.
- e. Other roles:
  - i. *Additional roles can be proposed by the Leadership Team and must be voted on by the DSC.*
- f. Councilors cannot hold multiple roles on the Leadership Team.
- g. All Leadership Team members are expected to attend as many leadership meetings as possible; if they are unable to attend a

meeting, they make best efforts to inform their Leadership Team colleagues at least 24 hours in advance.

#### 4. Commitments

- a. DSC councilors are expected to:
  - i. Maintain regular communication with their respective schools' ASB or equivalent governing body.
  - ii. Attend at the annual PPS Student Summit.
  - iii. Attend and/or watch at least one Board meeting a year.
  - iv. Ensure their school elects or appoints a councilor for the succeeding year.

#### 5. Meeting rules

- a. Regularly scheduled meetings may be recorded. If meetings are recorded, it will be the entire meeting and the Leadership Team shall ensure that all publicly available recordings and documents are provided to each District High School's student newspaper in a timely fashion, when requested.
- b. During official meetings, the DSC should make efforts to follow, to a degree deemed appropriate by meeting context setting, Robert's Rules of Order.
- c. If a DSC councilor wants to add items to the agenda, councilors shall submit this request to the Leadership Team. A majority of the Leadership Team is required to approve this request.
  - i. If the Leadership Team denies that request, they should give sufficient explanation for the denial. If the DSC councilor wishes to pursue the issue further, they shall confirm interest with a minimum of forty percent of all DSC councilors. With confirmed interest, the Leadership Team is required to include the item on the agenda.

#### 6. Quorum

- a. A quorum for regularly scheduled meetings shall be 51% of the Council as a whole.

#### 7. Qualifications of Student Representative.

- a. To qualify to run for the position of SR, councilors must have one year experience on the DSC.

## 8. Position election process

- a. The Leadership Team will schedule a vote during one of its regularly scheduled meetings. DSC councilors must state their intent to run for positions at least one week prior to this meeting by informing the SR and Staff Liaisons.
- b. At a specified meeting, candidates will have an opportunity to share why they are interested in the position.
- c. There shall not be any formal campaigning outside of prepared remarks.
  - i. No one seeking an elected leadership position shall make offers to exchange policy or other DSC positions or other things of value in exchange for support in the election.
- d. All voting will be done anonymously, and any student not present for the meeting will have one week to submit their vote. If a councilor is voting after the meeting, they shall watch the recording of the candidate's prepared remarks before voting. Any votes occurring after the meeting shall be submitted to the Staff Liaison.

## 9. Staff liaison

- a. The staff liaison supports the DSC in the pursuit of greater student voice.
  - i. The staff liaison shall not act or make decisions on behalf of the DSC.
  - ii. The staff liaison will have no voting power on the DSC and shall respect the governance and Board-delegated authority of the SR and the DSC.

## 10. Voting

- a. There are 3 types of voting at the DSC:
  - i. Voting for positions: There is no quorum needed to vote. Councilors may vote within 7 days after the meeting has occurred, but only after listening to the candidate's proposed remarks. All DSC councilors are expected to vote on this matter. For the positions of Student Representative, and DSC Manager, all votes shall be cast by anonymous ballots.

- ii. Voting on Board matter: The quorum for voting on a matter before the Board is 51%. DSC councilors may submit their vote before the meeting, if they are unable to attend the meeting. These are public votes.
  - iii. Resolution: A quorum of 51% of DSC councilors is needed to initiate a vote. DSC councilors may cast their vote before or after the meeting if they are unable to attend. All votes must be cast prior to the start of the next regularly scheduled DSC meeting or at least week, whichever is longer. These votes are public. Votes cast after the meeting shall be submitted to the Staff Liaison.
- b. All councilors present at the meeting must cast their vote during the meeting or abstain from the vote.
  - c. Once a vote is cast and counted, councilors may not change their vote.
  - d. To pass anything (resolutions, positions, board matters, and all other matters) the motion must be approved by a majority of voting-eligible DSC councilors.
  - e. In the event of a tie, the Student Representative's vote will be cast as a tiebreaker.

11. DSC sessions and councilor terms

- a. Regular sessions of the DSC shall last from most high school students' first day of school through the final day of the district's fiscal year (June 30). The DSC may also meet for a summer session between the first day of the fiscal year (July 1) and most high schoolers' first day of school.
  - i. Unless otherwise specified by their school's ASB or equivalent governing body (or school administration if such body is not present), councilors shall serve a term of one summer session and one regular session.
    - 1. Newly elected or appointed councilors shall take office upon the end of their predecessor's term.
      - a. If a councilor joins the DSC mid-session, their term shall continue until the next ASB election cycle.

2. Councilors from schools that have not yet held elections or appointments for the next fiscal year will be allowed to remain on the DSC through the final DSC meeting in September.
    3. Councilors may serve multiple terms, so long as they are re-elected or re-appointed effective upon the end of their term.
  - b. The DSC shall elect a DSC Manager and Communications Director to serve for the duration of the regular session. Elections shall take place at the second DSC meeting in October for Leadership Team.
    - i. In the event that most schools lack representation on the DSC by the second meeting in October or the DSC feels there isn't an adequate representation of the PPS student body on the DSC, this vote can be delayed until the second meeting in November.

#### 12. Amending bylaws

- a. Bylaws are to be approved each school year by the current DSC by the last week of September, unless DSC decides to extend the deadline.
- b. Amendments shall be proposed by DSC councilors and hence voted upon. Amendments shall be passed via a resolution.
- c. Bylaw amendments shall not be approved in an ad hoc meeting.
- d. All bylaws amendments must be approved by the Board.

#### 13. Further Agreements

- a. Nothing in these bylaws shall be construed to conflict with legally given rights, responsibilities, duties, or privileges reserved by PPS, or state and federal law.

#### 14. Petition the Board to remove the Student Representative

- a. Process:
  - i. In order for the DSC to petition the Board to remove the Student Representative for cause, two-thirds of the DSC must vote to remove the Student Representative.
  - ii. The DSC shall vote on a resolution to petition the Board to remove the Student Representative for cause in a regularly scheduled meeting.

