Stiles Point Elementary School

School Improvement Council Bylaws

DRAFT FOR SIC REVIEW

These bylaws establish how the Stiles Point Elementary School Improvement Council is organized and conducts its advisory work. The Council brings parents, teachers, community representatives, and school leadership together to support school improvement and student success. The Council operates under South Carolina law, the South Carolina Freedom of Information Act, applicable Charleston County School District procedures, and these bylaws.

Before adoption. SC-SIC guidance says school-specific bylaws written from scratch must be submitted to SC-SIC for review before taking effect. SC-SIC also lists an upcoming 2027–28 bylaws requirement and new templates as forthcoming. Submit this draft for review and compare it with the current SC-SIC materials before the Council adopts it.

Article I Name and Purpose

Section 1. Name. The name of this body is the Stiles Point Elementary School Improvement Council, referred to in these bylaws as the Council or SIC.

Section 2. Purpose. The Council is an advisory body to the principal and school on issues related to school improvement. It provides a forum for families, educators, and community representatives to examine school needs, support improvement efforts, and share recommendations that promote student learning and well-being.

Section 3. Authority. The Council performs the duties assigned by state law and the local school board. Its role is advisory. It does not exercise authority reserved by law or regulation to the Charleston County School District Board of Trustees, the superintendent, or the principal.

Article II Membership

Section 1. Elected and appointed members. The Council has six voting members: two parents or guardians elected by parents or guardians of students enrolled at Stiles Point Elementary School; two teachers elected by the school faculty; and two community representatives appointed by the principal. A parent or guardian serving as a parent representative must have a child enrolled at the school.

Section 2. Elected-member requirement. Elected parent and teacher representatives will make up at least two-thirds of the Council's elected and appointed membership. The six seats established in Section 1 provide four elected members out of six elected and appointed members. Any future change in the number of seats or appointments must preserve this statutory minimum.

Section 3. Ex-officio members. The principal is an ex-officio member of the Council. The principal may designate the assistant principal and may invite the PTA/PTO president,

Teacher of the Year, or representatives of other school advisory groups to serve as additional ex-officio participants. Ex-officio participants may join discussion but do not vote and are not counted in the elected-and-appointed membership total or quorum.

Section 4. Community representatives. Community representatives are appointed by the principal and should have a demonstrated interest in the school or its attendance area. Appointments should reflect a range of community perspectives. Community representatives serve one-year terms and may be reappointed.

Section 5. Participation. Members are expected to attend meetings, contribute respectfully, protect confidential information, and focus Council work on school improvement. The chair may contact a member who misses three consecutive regular meetings to discuss continued service. A vacancy or removal must be handled in a manner consistent with state law and these bylaws; the Council may not convert an elected seat into an appointed seat.

Article III Elections and Terms

Section 1. Election schedule. Parent and teacher elections will be held no later than October 15 each school year. The election process will give every parent or guardian and every faculty member an opportunity to vote each year, including years in which only some seats are scheduled for election.

Section 2. Election administration. The principal or designee will announce open seats, invite nominations, explain the voting process, and provide a reasonable voting period. Parents or guardians of enrolled students vote for parent representatives; faculty members vote for teacher representatives. Elections may be conducted by paper ballot or a secure electronic process that preserves an opportunity for eligible voters to participate.

Section 3. Election results. Candidates receiving the highest number of votes will fill the available seats. If a tie affects the final seat, a runoff will be held among the tied candidates. The principal or designee will maintain election records in accordance with district procedures and applicable public-records requirements.

Section 4. Terms. Elected members serve two-year terms. Terms are staggered. To establish the initial rotation, the Council will determine by lot which of the two parent seats and which of the two teacher seats serve an initial two-year term and which serve an initial three-year term. Every elected member’s initial term will be at least two years. After the initial rotation is established, each successor serves a two-year term. A parent whose child leaves the school may complete the current term but may not stand for reelection as a parent representative unless a child is again enrolled.

Section 5. Vacancies. When an elected seat becomes vacant, the principal or designee will hold a special election for that stakeholder group as soon as practicable. The person elected will serve the remainder of the unexpired term. A vacancy in an appointed community seat may be filled by appointment by the principal. The Council will continue to monitor membership so that elected representatives remain at least two-thirds of elected and appointed members.

Section 6. Reporting membership. Within thirty days following an election, the principal or designee will submit the required names, addresses, terms of service, and member categories to the SC-SIC member reporting system or its successor, consistent with state law and district procedures.

Article IV Officers

Section 1. Officers. The officers are a chair, vice chair, and secretary. Officers are elected annually by the voting members at the first regular meeting after elections are completed. Each officer serves a one-year term and may be reelected.

Section 2. Chair. The chair presides at meetings, works with the principal to develop agendas, helps the Council complete its annual responsibilities, and serves as the Council's primary spokesperson when the Council has authorized a statement or recommendation.

Section 3. Vice chair. The vice chair performs the chair's duties when the chair is absent or unable to serve and carries out other duties assigned by the Council.

Section 4. Secretary. The secretary records attendance, motions, votes, and minutes; maintains the Council's records with the school; and helps ensure that agendas and approved minutes are available in accordance with FOIA and district procedures.

Section 5. Officer vacancies. If an officer position becomes vacant, the voting members will elect a replacement at the next meeting with a quorum. The replacement serves the remainder of that officer's term.

Article V Meetings and Public Access

Section 1. Regular meetings. The Council will hold at least five regular meetings during each school year, ordinarily between September and May. The Council may adopt an annual meeting calendar. Meetings will be held at the school or another accessible location, with remote participation only when permitted by law and district procedures.

Section 2. Special meetings. The chair or principal may call a special meeting when Council business requires it. The purpose, notice, agenda, and conduct of each special meeting must comply with FOIA and district procedures.

Section 3. Notice and agendas. The Council will give public notice of meetings and post agendas in the manner and within the time required by FOIA and district procedures. Agendas will identify the topics expected to be discussed. The Council will not take action on matters that may not lawfully be considered under the posted agenda.

Section 4. Open meetings and records. Meetings are open to the public except when the Council may lawfully enter executive session under FOIA. Any executive session must be announced and conducted as required by law. The Council will keep minutes and make meeting records available as required by FOIA and district procedures. Members will not discuss individual student records, confidential personnel matters, or other protected information in an open meeting.

Section 5. Public participation. The chair may provide a reasonable opportunity for public comment consistent with the posted agenda and district procedures. Public comment is advisory and does not create a right to participate in Council deliberations or vote.

Section 6. Cancellations and rescheduling. A meeting may be cancelled or rescheduled by the chair in consultation with the principal. Public notice of a change will be provided as required by FOIA and district procedures.

Article VI Quorum and Council Action

Section 1. Quorum. A quorum is a majority of the elected and appointed members then in office, and must include at least one elected parent representative and one elected teacher representative. Ex-officio participants are not counted toward a quorum.

Section 2. Recommendations and votes. The Council will seek consensus when practical. If consensus is not reached, a recommendation or other Council action may be approved by a majority vote of voting members present at a meeting with a quorum. Each voting member has one vote. Proxy voting is not permitted. The minutes will record motions and the outcome of each vote.

Section 3. No quorum. The Council may discuss agenda items when a quorum is absent but may not take formal action. Any proposed action must be placed on the agenda for a later meeting with a quorum.

Article VII Duties and Annual Work

Section 1. School improvement planning. The Council will assist in preparing the school's five-year improvement plan and annual updates, and will assist with the development and monitoring of school improvement and innovation efforts as provided by law.

Section 2. Annual report to parents. The Council will develop an annual report to the parents and constituents of the school describing the school's progress toward school and district goals and objectives. The report will be provided by the statutory deadline, currently November 15, and in any format or process required by the district.

Section 3. State report card narrative. The Council will assist with the school's state report card narrative as required by law.

Section 4. Other assigned work. The Council may advise on the use of school incentive grant awards, provide other assistance requested by the principal, and perform other duties prescribed by the local school board or state or federal law. The Council may establish temporary work groups to support these duties; a work group may not take formal action for the Council.

Article VIII Committees and Work Groups

Section 1. Formation. The Council may create temporary committees or work groups to study a topic and bring recommendations to the full Council. The chair will identify the group's purpose, members, and expected completion date.

Section 2. Public requirements. Any committee or work group that is subject to FOIA will follow the applicable public notice, agenda, meeting, and record requirements. No work group may exercise authority assigned to the full Council.

Article IX Parliamentary Practice and Conduct

Section 1. Meeting practice. The chair will conduct meetings in an orderly and fair manner, recognize speakers, and ensure that members have an opportunity to participate. The chair may use Robert's Rules of Order as a guide when these bylaws, state law, or district procedures do not address a procedural question.

Section 2. Conflicts and confidentiality. Members will disclose any personal or financial interest that could affect their participation in a matter and will follow applicable law and district policy. Members must protect confidential information and may not use Council membership to seek access to student or personnel information.

Article X Amendments and Review

Section 1. Amendments. A proposed amendment must be provided to Council members with the meeting notice or at least ten calendar days before the meeting at which it will be considered. An amendment is adopted by a two-thirds vote of voting members present at a meeting with a quorum, provided that notice of the proposed amendment was given. No amendment may conflict with state or federal law, SC-SIC guidance, or district policy.

Section 2. Required review. The Council will review these bylaws at least every three years and whenever a change in law, SC-SIC guidance, or district procedure affects Council operations. The Council will also review them before the 2027–28 school year to address the new SC-SIC bylaws requirement and templates as they are issued.

Section 3. Effective date. These bylaws take effect only after approval by the Council and completion of any review required by SC-SIC guidance. The secretary will record the approval date and retain the approved version with Council records.

Adoption Record

Adopted by the Stiles Point Elementary School Improvement Council on:

_____

Chair: _____ Secretary: _____

Source and Review References

- South Carolina Code of Laws, Section 59-20-60(5)–(6)
- CCSD School Improvement Council Resources
- SC-SIC Tips for Creating or Updating SIC Bylaws
- SC-SIC Resource Library and SIC Laws

Prepared October 15, 2026. This is a school-specific draft for review and Council consideration.