

Stuyvesant High School Leadership Team By-Laws; (Reviewed May 28th 2008)

Article I Name and Establishment

The name of the team shall be the Stuyvesant School Leadership Team (Stuyvesant SLT). The Stuyvesant SLT is being established in response to the principles and procedures presented in "The Chancellor's Plan for School Leadership Teams", which is available from the New York City Board of Education. As outlined in this document, the Stuyvesant SLT is an essential component of establishing a performance-driven school system. Thus, the Stuyvesant SLT has a key role in determining the educational direction of Stuyvesant High School. The Stuyvesant SLT derives its authority from the Board of Education of the City of New York as well as the administration, teachers, students, and parents of the Stuyvesant High School community. The Stuyvesant SLT supercedes the School-Based Planning Committee, which played a similar role at Stuyvesant High School in previous years.

Article II Objectives

2.1 The objectives shall be to:

- Create the Comprehensive Education Plan (CEP) for Stuyvesant High School
- Develop the budget aligned with the CEP of Stuyvesant High School

2.2 The mission of the Stuyvesant High School Leadership Team shall be to preserve and expand the school's high standards of educational quality and achievement, especially in relation to our mission as a science, technology and mathematics school, with a strong humanities component.

Article III. Team Composition, Term of Service and Duties

3.1 Team Composition

3.1a Team membership shall be limited to 17 members.

3.1b The team membership shall be constituted as follows

- There will be a total of three members from the administration, elected under the auspices of the CSA.
- There will be a total of four faculty members, elected under the auspices of the UFT.
- There will be a total of three student members, selected under the auspices of the Student Union.
- There will be a total of seven parent members, elected under the auspices of the Parent Association. Pursuant to the guidelines issued by the State Education Department, a parent who is an employee of the Department of Education may not serve as a parent member on the team at the school where he or she is employed.
- Each constituency may elect alternate representatives, with the number of alternates not to exceed the specified number of team members for that constituency as set forth above.
- Mandatory members of the team are the principal, UFT chapter chair, the Parent Association president, and the Student Union president.

3.2 Term of Service

Members of the team will serve the length of term as determined by the by-laws or constitutions of their own constituency, but not to exceed two years without standing for reelection.

3.3 Duties and Expectations

3.3a The main duty of the team will be to devise the Comprehensive Education Plan and the school budget in alignment with that plan.

3.3b Pursuant to the needs generated by the above duties, team members will conform with the following expectations:

- Members will regularly attend the meetings
- Members will serve on standing and/or ad hoc committees. Team members will attend professional development sessions determined by the team as necessary to fulfill the duties of the team.
- Members will maintain appropriate professional behavior.

3.3c Leaders of each constituency or their designee will be responsible for keeping their constituencies informed about the work of the team, and for soliciting their input.

Article IV Election of Team Members

4.1 Election of members

4.1b Elections of team members from each constituency shall be conducted as per the by-laws or constitutions of the constituency.

4.1c Elections of members for the following school year shall be held in May or June, with the exception of those members who will represent incoming classes. Elections for incoming positions shall be held as early as possible in the fall term.

4.2 Removal

Each constituency by consensus can remove an SLT member of that constituency for cause.

4.3 Vacancies

Each constituency shall elect replacements for vacancies within a period of 2 months.

4.4 Procedures for suspension of a member

Upon consensus of the other members of the team, a given member or attendee may be suspended or removed for that meeting for reasons of obstructionism or other due cause.

Article V Role and Responsibilities of the Chair.

5.1 Occupancy of the position

5.1a The position of chair shall be rotated among the four constituencies. The chair will rotate in alphabetical order. Administration will chair the first meeting and then the chair will rotate as follows: parents, students, and teachers, and so on as necessary. Each constituency shall designate only one person to serve as chair

on their behalf. That same person will chair all meetings assigned to that constituency during the year.

5.1b Each constituency shall designate a chair.

5.2 Role and responsibilities

5.2a It will be the main duty of the chair to conduct the meeting in accordance with the agenda.

5.2b The chair must act in a neutral manner.

5.2c During discussion of an issue, it shall be the responsibility of the chair to see that all members of the team have the chance to discuss their ideas and concerns.

5.2d When a decision is to be made, it shall be the responsibility of the chair to insure that the consensus/decision making procedures outlined in Article VII are followed.

5.2e The Chair of the previous meeting shall encourage one person to serve as the parliamentarian of the next meeting. The parliamentarian will assist the Chair as needed and rule on specific points of order at the request of the Chair. If requested by the chair, the parliamentarian may also temporarily assume the duties of the Chair.

Whereas the role of the Chair is to coordinate the meeting and facilitate, the Chair may not participate in discussion or debate except to summarize the proceedings for the benefit of the entire committee. If the Chair wishes to be a participant in the discussion, the Chair may ask the parliamentarian to assume the duties of the chair for the agenda item that is being discussed or debated.

Article VI Team Meetings

6.1 Schedule of meetings

6.1a There shall be a minimum of eight team meetings per school year.

6.1b. Missing more than the set number of mandatory meetings (three meetings) will result in removal from the SLT.

6.1c Dates and times of meetings will be established at the first SLT team meeting of the school year, subject to modification when new members join the team.

6.1d Additional meeting dates may be established by consensus.

6.1e Once meeting dates are established, they may be changed only with consensus, or if a quorum cannot be attained.

6.2 Notice of Meetings

6.2a All notification of members shall be by a standard method of said member's choice. (eg. postal mail, e-mail or teacher mail box.)

6.2b Reminders of established meeting dates will be sent to team members so that they will be received one week before the established meeting.

6.3 Attendance at Meetings

6.3a Meetings shall be open to the general public, as observers.

6.3b The Coordinator of Student Affairs (C.O.S.A.) may attend the meeting as an observer. As the student's adviser/advocate, he may consult with the students as needed.

6.3c Observers may not participate, except with consensus of the team.

6.4 Format of Meetings

Meetings will follow the pre-established agenda except when an ad-hoc issue is agreed to be added with the consensus of the group.

6.5 Quorum

A quorum is reached when there are two members of the administration, students, teachers and four parents present. One additional member from any constituency is needed to be present to reach over 60% of the whole team.

6.6 Procedure for Calling Special Meetings

6.6a. The core team may call a special meeting as necessary.

6.6b. See Section 6.1.

6.7 Duties of the Secretary

6.7a A secretary will be employed.

6.7b It will be the duty of the secretary to take the minutes, and to send out copies of the minutes and the agenda one week prior to the next meeting. In addition, the secretary will prepare and distribute any accompanying documentation that the team requests.

6.7c The secretary will ensure that approved minutes will be posted on the Stuyvesant WEB site.

6.8 Order of Business

6.8a Meetings will begin promptly as scheduled.

6.8b The modified Robert's Rules of Order (appendix C) shall govern the conduct of meetings, but the bylaws of the Stuyvesant SLT shall take precedence.

6.8c The first item of each meeting is approval of the minutes of the previous meeting.

6.8d At the end of each meeting, members can suggest items or issues regarding the next meeting.

Article VII Decision-making Process

7.1 Decision-making methods

7.1a Decisions will be made by consensus, following the procedure outlined in Appendix A.

7.1b There may be different levels of agreement as outlined in Appendix B.

7.2 Lack of consensus

If consensus cannot be reached, the matter is referred to the principal.

Article VIII Committees and Task Forces . Generally, all standing committees and all ad hoc committees will include one teacher, one administrator, one student and two parents.

8.1 Standing Committees.

8.1a There will be a core committee that will consist of the principal, the UFT chapter chair, the Parent Association president, one additional parent member of the SLT, and the Student Union president.

8.1b Comprehensive Educational Plan (CEP)

8.1c School Budget

8.1d SLT Budget

8.1e School Tone

8.1e(1) Agenda committee: An agenda committee will include one teacher, one administrator, one student, and two parents. Each constituency will select members. The agenda committee shall interact with the Principal and the Chair of the next meeting to establish the agenda and timetable (i.e., a realistic range of times per item). The agenda shall be selected from written suggestions made by members of the SLT. If an item is placed on the agenda, supporting material must be provided to the entire SLT as described in the section titled 'Classification of agenda items,' which is below. All relevant material must be E-mailed to the entire group for review at least three school

days before a scheduled meeting or the item must be deleted from the agenda. The SLT may approve and/or modify the agenda as described in the bylaws.

8.1g(2) Placing an item on the agenda: Members of the SLT can propose items for the agenda to any member of the agenda committee or at the end of the SLT meeting. As described in the next section, every agenda item must be submitted in writing before being added to the formal agenda of the SLT.

The agenda committee will give priority to items in this order:

1. Written proposals submitted by a subcommittee of the SLT.
2. Written proposals by ad hoc groups of the SLT.
3. Written proposals by individuals on the SLT.
4. Items which are near consensus.
5. Pressing issues (issues for which there is an immediate deadline).

8.1g(3) Informing the faculty and Administration of agenda items. Every proposal shall also be submitted to Assistant Principals, other faculty members who have a special interest in the proposal and/or students who are leaders of a group that is impacted by the proposal. In consultation with the Principal and the group submitting the proposal, the agenda committee will invite appropriate individuals (administration, faculty, or student) to the SLT meeting to share their point of view. These invited individuals will have the same right to speak on the relevant issue as any other member of the SLT.

8.1h(4) Classification of agenda items: All agenda items for the SLT shall be classified into one of the following categories when they are added to the agenda by the agenda committee:

Formal Strategic Objectives to be added to the SLT

- FSOs (Formal Strategic Objectives) should be written in the final format used by the CEP (Comprehensive Educational Plan) and use complete sentences unless clarity is better served by lists. The written proposal must be distributed to the members of the SLT at least 3 days prior to the scheduled meeting where it is to be discussed. This may be done via the web site 'tightcircle.'
- Each one may be accompanied by a needs-assessment or a rationale.
- If there is widespread support for the general idea of the objective, a revised objective may be brought back to the SLT with the same restrictions noted above (i.e., it must be distributed and placed on the agenda.
- If an item is not brought to the table as a formal strategic objective, no formal attempt to reach consensus shall be allowed.
- Once consensus has been reached on a FSO, that objective shall not be re-visited or scheduled for discussion unless the originator(s) of

the FSO requests that the topic be re-scheduled.

- If any member of the SLT proposes a FSO without following the above procedure (i.e., providing written copies and having the FSO formally added to the schedule), the speaker shall be ruled out of order and not allowed to speak on the subject.

Position papers and open discussions.

- Position papers are written statements of problems, needs, issues and/or possible solutions that are brought to the table to get a sense of the SLT's attitude and to help an individual to formulate a strategic objective.
- A summary of all position papers and the issues to be discussed must be distributed at least 3 days before the meeting and distribution of the entire report is encouraged.
- An open discussion of a topic may be scheduled to get a sense of the member's feelings about specific issues. An open discussion may be scheduled without distribution of a written summary.
- Position papers and open discussions are scheduled largely to allow those working on an issue to sample the opinions of fellow committee members.

Reports. These would include:

- dissemination and explanation of existing policies (e.g., a policy of the school district or the form of a strategic objective),
- reports from sub-committees, APs, or other individuals about specific issues (e.g., a report on a proposed change in curriculum or instructional practice relevant to the goals of the CEP, an evaluation of an alternative to the Regents' Exams, a report from a particular department about their initiatives (revising labs or upgrading a course, like humanities)),
- a report of a survey (e.g., an assessment of the view of teachers towards faculty development programs, a report on performance on standardized tests, etc.).
- Reports must be available before the meeting is scheduled to begin, but may be distributed at an earlier time.

If an agenda item requires the distribution of a report, and that report is not distributed by the required deadline, then that agenda item shall be removed from the agenda for that meeting, although it may be proposed for subsequent meetings.

8.1f. An Evaluation Committee to assess the implementation and results of the previous years' CEP will periodically report to the SLT.

8.1g. The Writing Committee: A writing committee will be established. It will meet toward the end of the year to organize the formal strategic objectives

(FSO) that have been passed into a meaningful document. This may include creating groups of objectives, but this committee is not empowered to modify formal strategic objectives without approval of the SLT. If a serious problem is found with any of the FSOs, the writing committee shall be able to add discussion of that FSO to the StuySLT's agenda for immediate discussion. In this case, a description of the problem with the existing FSO and a proposed modification that could be acted upon by the SLT shall be provided in writing before being brought to the table. The writing committee shall also assemble additional information that is required for the completion of the formal CEP.

8.2 Ad-hoc Committees

Will be established as necessary.

Article IX Amendments

9.1 These bylaws will be reviewed yearly

9.2 These bylaws can be amended at any time with consensus from the group.

Appendix A The Formal Process for Attaining Consensus in the Stuyvesant SLT

1. Towards the end of the discussion time for a proposal, the chair will consult with the team members to determine if consensus is forming.
 - 1a. If the possibility of consensus does not exist, it will be noted by the secretary, and the chair will move on to the next topic on the agenda.
2. If the possibility of consensus exists, the chair, with the help of the members, will restate the proposal, as amended and altered during the discussion. The secretary will take precise note of this “final” version of the proposal. If there is any confusion, the proposal should be re-read by the secretary. Reading may be waived if there is a printed version of the proposal available to all members.
3. The chair will call for a show of support for the proposal by a show of hands. For the proposal to have broad general support, it must be supported by a large majority of all members.
 - 3a. If the proposal lacks broad general support the chair will, in consultation with the members, and with attention to the scheduled time for discussion, either return to discussion of the current proposal, or move on to the next agenda item.
4. If the proposal has broad general support, then the chair will call for a show of strong objections to the proposal by a show of hands.
 - 4a. If there are no strong objections, the proposal is accepted, and will be noted as such by the secretary.
 - 4b. If there are members with strong objections, the objections may be briefly addressed and discussed. The secretary will note the names of those objecting and their reasons for objecting. The chair may modify the proposal to meet to meet the strong objections, and the formal consensus process may be repeated. The secretary will note what changes, if any, were made to meet the objections.
 - 4c. If there are four or fewer members with strong objections, and the proposal can't be modified to meet the strong objections, it passes anyway, and will be noted as “passing, even with objections” by the secretary.

Appendix B Levels of Consensus

- I can say an unqualified “yes” to the decision. I am satisfied that the decision is an expression of the wisdom of the group.
- I find the decision perfectly acceptable.
- I can live with the decision; I'm not especially enthusiastic about it.
- I do not fully agree with the decision and need to register my view about it. However, I do not choose to block the decision.
- I am willing to support the decision because I trust the wisdom of the group.
- I do not agree with the decision and feel the need to stand in the way of this decision being accepted.
- I feel that we have no clear sense of unity in the group. We need to do more work before consensus can be reached.

Appendix C: Modified Robert's Rules (see article 6.8b)

- I. Scope of the Rules and Parliamentary Authority
 - A. These rules apply to all committee meetings of the Stuyvesant High School School Leadership Team (SLT), though not extending to the sub-committees of the group

(unless explicitly stated)

- B. Procedures not covered by these rules may be decided in accordance with Robert's Rules of Order Newly Revised. However, in case of conflict, the Rules of the SLT take precedence.

II. Responsibilities of the Chair

- A. To declare the opening and closing of each session of the body,
- B. To recognize all speakers,
- C. To decide all points of order and procedural questions,
- D. To conduct votes and announce their results
- E. To preserve order and decorum.

III. Debate

- A. No committee member may make any statement in debate without first being recognized by the Chair (unless in designated periods rule suspension. See article IV, item 10)
- B. Any committee member recognized for debate is entitled to the floor for the time specified below.
- C. Committee members must confine their remarks in debate to the pending questions.
- D. Personal remarks must not enter into debate. All remarks must be addressed to the Chair. Any committee member violating these rules may, at the discretion of the Chair, lose the floor.
 - 1. To facilitate this rule, committee members must not address one another using the terms "he", "she", or "you".
 - 2. All references to other committee members must be made using Mr. (last name) or Ms. (last name).
- E. Debate on a proposal will begin with structured debate, which is to consist of alternating speeches for and against the motion. While the Chair will ask for points and motions in between speeches, no amendments may be proposed during this time. Structured debate for a main motion consists of four speeches, the first two lasting up to 4 minutes, and the latter two lasting up to 2 minutes. The first speech is given by the sponsor of the motion, or a committee member chosen by the sponsor. The next speech will be given by a committee member opposed to the main motion. The following two speeches will alternate between committee members in favor of and opposed to the proposal. A committee member recognized during structured debate is to represent a particular viewpoint and must confine his or her remarks only to that viewpoint.
- F. General debate will then follow, considering the main motion. Speeches in general debate are limited to 2 minutes each and are not restricted to any particular viewpoint. They may be used for the introduction of amendments.
- G. Amendments
 - 1. A primary amendment is a change or addition to the main motion under discussion. A secondary amendment is a change or addition to a primary amendment. Consideration of a primary amendment is limited to 15 minutes, while consideration of a secondary amendment is limited to 10 minutes.
 - 2. Structured debate on an amendment consists of two speeches, one given by its author and one given by a committee member opposing the amendment. Speeches will be limited to 3 minutes for a primary amendment, and to 2

minutes for a secondary amendment. In both cases, general debate on amendments consists of 2 minute speeches. Secondary amendments are in order only during general debate on a primary amendment.

3. A committee member may yield his or her time to either questions or the Chair. No yielding of time to other committee members is permitted. If time is yielded to questions, the committee member may, at any time, stop answering questions and yield his or her time to the Chair. Follow-up questions are not permitted.
 4. At the conclusion of debate on a proposition or amendment, the author or sponsor of the main motion is entitled to a summation speech of 2 minutes.
- H. A speech interrupted for a Point of Order or Point of Privilege will be charged against the speaker only if the interruption was caused by the speaker's misconduct or violation of the rules.
- I. The total time for consideration of a proposal is 45 minutes. After this time has elapsed, the Chair will put the main motion, together with any other motions, which may be pending, to a vote.
- J. Debate may be closed, extended, or limited by a 2/3 majority vote. (n.b., this is not a policy decision so consensus is not required.) Debate may be extended for no more than 15 minutes at a time.

IV. Motions: Only those motions listed below will be recognized during committee sessions.

A. Unless otherwise indicated, all motions:

1. may not be debated or amended,
2. cannot be made when another speaker has the floor,
3. require a second,
4. require consensus to be adopted.

B. The order of precedence of the motions is as shown, in ascending order. When a motion is pending, only motions with a higher number, as shown below, are in order. The Chair must recognize committee members before they may state the point or motion to which they rise. Moreover, the Chair may amend the order of precedence in the interests of debate and order or rule Points and Motions "dilatatory" when they are seen to be interfering with debate.

1. **MAIN MOTION:** This is a proposal, as specified in Article III. No second is required. It may be debated or amended. A majority of votes is required unless otherwise specified. The order in which the propositions are called is determined by the Chair's docket.
2. **ACCLAMATION:** A main motion may be passed without debate if there is no objection. Acclamation may be called for immediately following the end of structured debate on the main motion. No second is required.
 - a. If there is unanimous consent, the proposal is passed without general debate or a vote on the main motion.
 - b. Acclamation should only be called in cases where no productive debate is foreseen and there is apparent unanimous support, seen by the absence of con speeches, for the motion.
3. **OBJECTION TO CONSIDERATION:** A main motion may be denied consideration by passage of this motion. The motion must be made immediately after the proposal is

- moved. No second is required.
- a. Grounds for the objections must be specified- for example, the proposition is clearly frivolous, or outside the jurisdiction of the committee in which proposed.
 - b. If the Chair permits, the objector and the sponsor of the proposition may briefly (for one-minute) state their positions. Consensus is required to sustain the objection.
4. **AMEND:** The text of a proposal may be altered by passage of this motion. An amendment may also be altered by a secondary amendment (amendments beyond the secondary level are not permitted).
 - a. This motion may be introduced only when one has the floor during General Debate. If an amendment is acceptable to the sponsor of the main motion (or primary amendment), it is deemed a friendly amendment and is incorporated into the motion without debate or vote.
 - b. If deemed an unfriendly amendment, debate may be held. It requires a second and a simple consensus in order to be debated. If this motion carries, the amendment is considered before resuming consideration of the main motion or primary amendment. The amendment must be germane (i.e. clearly relevant) to the previous motion. It must be presented in writing to the Chair before it is moved.
 - c. An amendment may not change a proposal so that an affirmative vote on the amendment would have the same effect as a negative vote on the main motion.
 5. **POSTPONE DEBATE:** If this motion is adopted, debate on the pending main motion is postponed.
 - a. A time for the resumption of debate must be specified, and the motion must be seconded.
 - b. A Motion to Postpone Debate should be used only when the committee's attention needs to be temporarily directed to a more urgent matter, or when more time is needed before productive debate can occur (e.g. the sponsor needs to research a crucial fact).
 6. **LAY UPON THE TABLE:** If this motion is adopted, debate on the pending motion is suspended. Debate may be resumed if a motion to
 7. **TAKE FROM THE TABLE** is adopted by majority vote at a time when no other proposal is pending.
 9. **APPEAL THE DECISION OF THE CHAIR:** A committee member may appeal a ruling or decision made by the Chair which is perceived as unwarranted. If the motion receives the required second, the person making the appeal and the Chair may briefly state his or her position, after which the appeal is put to a consensus-based decision.
 10. **SUSPEND THE RULES:** This motion, if passed by consensus, suspends the rules of procedure. Any committee member rising to this motion must specify the purpose of suspending the rules. The suspension expires automatically when its purpose is completed.
 11. **EXTEND THE LIMITS OF DEBATE:** If adopted by consensus, this motion changes the time limits of debate on a proposition or amendment. Debate may only be extended in 15-minute increments.
 12. **CLOSE DEBATE (MOVE THE PREVIOUS QUESTION):** If adopted by consensus, this motion immediately closes debate on the pending proposition or amendment.
 - a. If more than one motion is pending, it may be specified whether debate is to be closed on all motions or on only the one immediately pending.

- b. A motion to close debate may be informally requested by a verbal call of "Question" when no other committee member has the floor. It requires a second, and if there is a single call of "Objection," the motion fails and must be formally moved by a committee member who has been recognized by the Chair.
- V. Points: Only those points listed below will be recognized during committee sessions.
- A. Points are not debatable, they do not require a second, and the Chair's decision is final (barring any motion to appeal).
 - B. The order of precedence of the points is shown, in ascending order. When a point is pending, only points with a higher number, as shown below, are in order.
 - 1. POINT OF INFORMATION: A committee member rising to this Point may ask a factual question related to the substance of the matter under discussion.
 - a. This Point may be raised only when no one else has the floor. The Chair may refer this question to a committee member if necessary.
 - b. Points of information do not encompass questions on parliamentary procedure (points of parliamentary inquiry) or questions of opinion (which can be asked only if the speaker yields to questions). They are strictly factual questions concerning the main motion or amendment.
 - 2. PARLIAMENTARY INQUIRY: This is a question concerning the Rules of Procedure.
 - a. A question may be posed at any time, but should only interrupt a committee member who has the floor if the question is directly relevant to a proposal being made at that time.
 - b. A Point of Parliamentary Inquiry is generally speaking a call for a clarification of the rules.
 - 3. POINT OF ORDER: A committee member may rise to this Point if it is felt that a violation of the Rules of Procedure has occurred. If the Chair finds this Point is well-taken, the situation will be quickly resolved. A Point of Order may be raised at any time.
 - 4. POINT OF PARLIAMENTARY PRIVILEGE: A Point of Privilege may be made when the rights and privileges of committee member have been violated. If the Point is appropriate, the Chair will undertake corrective measures. Points of Parliamentary Privilege are commonly called only
 - a. When a committee member slanders another or grossly misrepresents his or her position while speaking or
 - b. When a committee member cannot hear the speaker, has to get a drink, or must otherwise attend to personal business.