

BY-LAWS
HELEN C. PEIRCE SCHOOL OF INTERNATIONAL STUDIES
LOCAL SCHOOL COUNCIL

~~Revised September 2025~~

ARTICLE I ~ STATEMENT OF PURPOSE

The purpose of the Local School Council (Council) of the Helen C. Peirce School of International Studies is to oversee the effective operation of the Helen C. Peirce School as provided in the Illinois School Code.

ARTICLE II ~ POWERS AND DUTIES

The powers and duties of the Local School Council shall be as prescribed by the Illinois School Code.

ARTICLE III ~ TRAINING

Illinois School Code, which establishes training requirements for Local School Councils (LSC), does not currently mandate anti-racist, diversity, equity or inclusion training for LSCs. However, the Peirce LSC has determined and made the commitment to pursue antiracist training and ongoing development that covers concepts such as language, bias, conflict management, repair and modeling for the betterment of our students and community.

ARTICLE IV ~ ORGANIZATION

Section 1 ~ The Local School Council shall consist of thirteen members: six parents/guardians, two teachers, two community representatives, one non-teacher staff, one student representative, and the principal of the school. Eligibility, selection of members, and terms of membership will be as provided in the Illinois School Code.

Section 2 ~ Vacancies

- a) Vacancies will be filled by the Council within sixty days, as prescribed by law.
- b) A vacancy will occur upon receipt of notification of resignation of any member.
- c) A vacancy by removal will occur, as prescribed by law, or shall be by a majority vote of the Council, if the Council member has missed three consecutive regular meetings, not including committee meetings, or five regular meetings in a twelve month period, not including committee meetings. A vote to remove a Council member shall only be valid if the Council member has been notified of the Council's intent to vote on the Council member's removal at least 7 days prior to the vote via personal communication or by certified mail mailed to the person's last known address. The Council member in question shall have the right to explain the reason(s) for his/her absence and shall be eligible to vote on the question of his/her removal from the Council.

Section 3 ~ Conflicts of Interest

- a) Neither the Council nor any of its members acting in their official capacity as members of the Council may directly or indirectly devote or allow the use of any of its resources in any campaign for Local School Council on behalf of or in opposition to any candidate for a Local School Council.
- b) No member of the Council may be directly or indirectly have interests in any contract, work, or other business of the Board of Education of Chicago or of any Council in the sale of any article, the expense, price, or consideration of which is paid by the Board or by any Council nor in the purchase or leasing of any real estate or property belonging to the Board.
- c) No member may take or receive or offer to take or receive, either directly or indirectly, any money or thing of value, which is to serve as a means of influencing his/her action in his/her capacity as a member of the Council.
- d) No member may solicit, accept, or agree to accept for personal gain any direct or indirect favor, gift, loan, free service, gratuity, entertainment, or other item of economic value, if the donor has or is seeking to obtain contractual or other business or financial relations with the Board or with the Council; has interests which may be substantially affected by the performance or nonperformance of the member's duties on the Council; is attempting to reward or influence the member's actions on the Council; or if acceptance of such items may affect the member's impartiality or give that appearance (as consistent with Board policy).

ARTICLE V ~ OFFICERS

Section 1 ~ General

- a) The officers of the Local School Council will include a Chairperson, Vice-Chairperson, Secretary, and FOIA/OMA Officer. Only those persons who signify their consent to serve if elected will be nominated for or elected an officer.
- b) Officers will be elected as provided in the Illinois School Code.
- c) Failure of an officer to function in his/her duties for three consecutive meetings or for five meetings within a single school year may result in a forfeiture of that office through a majority vote of the Council. Such vacancies of office will be filled through the nomination and election process as provided for in the Illinois School Code.

Section 2 ~ Chairperson

- a) The Chairperson will be the parent or guardian of a child enrolled at Helen C. Peirce School of International Studies and will be elected to serve for a one-year term.
- b) The duties of the Chairperson are:
 - i. Develop agendas for all meetings;
 - ii. Preside over all meetings of the Council;
 - iii. Sign documents on behalf of the entire Council membership, where the majority of the Council has approved; and
 - iv. Ensure that Council functions are executed in a manner which is consistent with these By-Laws and the Illinois School Code.

Section 3 ~ Vice-Chairperson

- a) The Vice-Chairperson will be the parent or guardian of a child enrolled at Helen C.

Peirce School of International Studies and will be elected to serve for a one-year period.

- b) The duties of the Vice-Chairperson are:
 - i. Perform all duties of the Chairperson in the Chairperson's absence;
 - ii. Draft recommended changes to the By-Laws; and
 - iii. Preside over Public Forum meetings at a frequency consistent with Article V of these By-Laws.

Section 4 ~ Secretary

- a) The Secretary can be a parent, community, or faculty member of the Council and will be elected to serve for a one-year term.
- b) The duties of the Secretary are:
 - i. Take minutes of all Council meetings;
 - ii. Notify all members of both regular or special Council meetings;
 - iii. Provide to all members a copy of the minutes in any language that is required and English in advance of the next regular scheduled meeting;
 - iv. Read and incorporate edits into the minutes of the previous Council meeting and maintain the permanent file of minutes of all Council meetings; and
 - v. Provide a copy of approved minutes, slides and video of recorded meetings within 10 days of approval to the Helen C. Peirce School of International Studies for posting on the school website; and
 - vi. Monitor and oversee the LSC email account and report back to the LSC prior at each meeting.

Section 5 ~ FOIA/OMA Officer

- a) The FOIA/OMA officer(s) shall advise the LSC concerning the requirements of the Freedom of Information Act and Open Meetings Act.

Section 6 ~ Parliamentarian

- a) The Parliamentarian can be a parent/guardian, community member, or faculty member of the Council and will be elected to serve for a one-year term.
- b) The duties of the Parliamentarian are:
 - i. Advise the LSC Chairperson, members, and committees on parliamentary procedure in responding to points of order.
 - ii. Have a good working knowledge of LSC by-laws, current Robert Rules of Order, and The Illinois School Code of Illinois.
 - iii. Be familiar with effective meeting management, and ensure that established rules are administered impartially including motions and other agenda and/or business items.

Section 7 ~ Sergeant-at-Arms

- a) The Sergeant-at-Arms can be a parent, community, or faculty member of the Council and will be elected to serve for a one-year term.
- b) The duties of the Sergeant-at-Arms are:
 - i. To maintain order and enforce the by-laws adopted by the Local School Council at all meetings of the LSC.
 - ii. The authority to hold members and participants accountable for their behavior and/or conduct during meetings in alignment with established norms shared at the beginning of each meeting.

- iii. Familiarity with the by-laws and/or Robert's Rules of Order and the Illinois School Code of Illinois.
- iv. Accountable to the Chair or Vice Chair when participating in discussion during LSC meetings

Section 8 ~ Time Keeper

- a) The Time Keeper can be a parent, community, or faculty member of the Council and will be elected to serve for a one-year term.
- b) The duties of the Time Keeper are:
 - i. To monitor and remind presiding officer(s) and participants when established speaking time limits are almost up for individual comments based on the established LSC by-laws.
 - ii. Monitor the total speaking time of using a stopwatch or other acceptable timing device in plain view to prevent or allay any perception of bias.
 - iii. Be familiar with operating a stopwatch or established timing device utilized to monitor time limits.
 - iv. This person may or may not be the Parliamentarian or Sergeant at Arms.

Section 9 ~ Communications Officer

- a) The Communications Officer can be a parent, community, or faculty member of the Council and will be elected to serve for a one-year term.
- b) The duties of the Communications Officer are:
 - i. Develop and improve efficient communication methods among the school community and community at large.

Section 10 ~ Council Education Officer

- a) The Council Education Officer can be a parent, community, or faculty member of the Council and will be elected to serve for a one-year term.
- b) The duties of the Council Education Officer are:
 - i. Identify and recommend training opportunities for the Council; and
 - ii. Develop tools and resources for educating the school community on the role of the LSC.

Section 11 ~ Other Officers

The LSC may elect such other officers as it determines are necessary for the proper operation of the LSC. In the event that such officers are elected, their terms shall expire at the same time that the terms of the chairperson and the secretary expire, and the LSC shall amend these by-laws to describe the duties and responsibilities of such other officers.

ARTICLE VI ~ MEETINGS

Section 1 ~ Notification of all Council meetings and forums will be given in a manner which is consistent with the Illinois School Code and the Illinois Open Meetings Act. An annual calendar of regularly scheduled meetings shall be posted to the Peirce website and communication distributed to the Peirce community. Notification of meetings, along with a copy of the proposed agenda, will be available on the Peirce Website, school e-newsletter and on Door #1 and Door #7, at a minimum, 48 hours prior to the meeting.

Section 2 ~ A majority of the full membership of the Council will constitute a quorum, and whenever a vote is taken on any measure before the Council, a quorum being present, the

affirmative vote of a majority of the votes of the full membership then serving on the Council will determine the outcome.

Section 3 ~ The Council will provide a schedule of its meetings for the upcoming year. Regular Council meetings will be conducted on a monthly basis (except as agreed upon by the Council). Public Forums, which are considered regular Council meetings, will be held on a bi-annual basis in the evening.

Section 4 ~ All Council meetings attended by four or more Council members will be conducted in a manner which is consistent with the Illinois Open Meetings Act.

Section 5 ~ Council agenda must reflect upcoming votes on 1) school budget, 2) school improvement plan, 3) principal evaluation/retention/hiring, and 4) changes in school policy and must be distributed to Council members no less than three (3) business days prior to the meeting at which the vote is to be taken. Documentation for all agenda items requiring a vote (e.g. fund transfers, budgets, etc.) shall be distributed or otherwise made available to Council members no less than three (3) business days prior to the meeting at which the vote is to be taken.

Section 6 ~ Public Participation at meetings will be welcomed and encouraged. Members of the public may speak at Council meetings and reasonable provisions will be made to allow comments from attendees. Speaking rules will apply in all meetings including executive sessions. The LSC will provide two 10-minute, opportunities for public participation at each LSC meeting. Participants may make public comments for a total of two minutes per public participation opportunity. Participants must adhere to norms shared at the beginning of each LSC meeting. When the LSC can anticipate a high public interest, the LSC may make reasonable accommodations including but not limited to adding additional time to public participation. During public participation, council members may choose at their own discretion whether to respond to comments from the public. While LSC meetings are being held virtually, Zoom Chat will be open during public participation.

Section 7 ~ Special meetings, other than regular Council meetings or public forums, will be scheduled and announced in a manner consistent with the Illinois School Code and the Illinois Open Meetings Act. Notification of special meetings, along with a copy of the proposed agenda, will be available on the website and posted at doors #1 and #7, at a minimum, 48 hours prior to the meeting.

Section 8 ~ LSC Members may participate by audio or video conference if they are unable to attend the meeting in person due to personal illness or disability, personal employment purposes, business obligations of the LSC, and family or other emergency. If a member is unable to attend a meeting for one of the listed reasons and a quorum is physically present at the meeting, by majority vote of the serving members the LSC may allow the member to participate by audio or video conference.

ARTICLE VII ~ COMMITTEES

Section 1 ~ Standing committees will be established and activated as needed and desired by the Council. Committee Chairpersons will be elected by members of the committees. Active Committees shall have a representative attend meetings to provide monthly written reports to the LSC. Such reports shall be received no less than five (5) business days prior to the next regularly scheduled LSC meeting and shall be distributed to LSC members in advance of the meeting in accordance with the provisions of Article V, Section 5.

- a) Membership on the following standing committees will be limited to Council members, not to exceed three, except where four or more members of the Council wish to become committee members:
 - i. **The Principal Review Committee** will gather information in order to help the LSC evaluate how well the Principal is following the criteria as delineated in the Principal Evaluation Form and in the goal areas set forth in the Principal Evaluation.
- b) Membership on the following standing committees will not be limited to Council members:
 - i. **The Bilingual Advisory Council** serves as an advisory committee. The Chairperson and a majority of the members of the Bilingual Advisory Council (BAC) will be parents/guardians of students in the Bilingual Education Program. Parents/guardians on the Bilingual Advisory Council (BAC) will be selected by the parents/guardians of students in the Bilingual Education Program; and
 - ii. **The LSC Equity Committee** serves as an advisory committee. The Equity Committee will consist of interested council members, parents/guardians, teachers, and community members dedicated to centering an equity at Peirce. The Committee Chairperson shall be elected by the committee.

Section 2 ~ Ad Hoc committees will be formed and structured by the Council as needed and will be consistent with the law. Committee Chairpersons will be elected by the committee.

- a) Membership on these committees will be made up of Council members (one being mandatory), parents/guardians, teachers, and community members, with no more than three Council members sitting on a given committee, except where desired by the council.
- b) Duration of any committee will be determined by need, but committees can only be disbanded by Council Vote.

Section 3 ~ All committee functions/proposals must be ratified by a simple majority of the full Council membership.

Section 4 ~ All committee meetings shall be scheduled in advance and announced in a manner consistent with the Illinois School Code and the Illinois Open Meetings Act. Notification of meetings, along with a copy of the proposed agenda translated into any language that is required, will be available on the Peirce website and posted to Doors #1 and #7, at a minimum, 48 hours prior to the meeting. Committee meeting minutes will be posted on the Peirce LSC website.

ARTICLE VIII ~ CHANGING BY-LAWS

The By-Laws of the Local School Council of Helen C. Peirce School of International Studies will be changed where necessary. The following procedures will be followed:

- a) A proposed change to the By-Laws will be submitted by a Council member to the By-Laws Committee; and
- b) The By-Laws Committee will review the proposed change, formalize a By-Laws amendment, and submit the proposed change to full Council membership. Notice of the language of the proposed amendment will be given to all members of the Council at least ten (10) days prior to the regular meeting, at which such amendment is to be considered; and
- c) Discussion of the By-Laws change will take place at a regular Council meeting as an agenda item. Following discussion, a vote for the By-Laws change will be taken. Eight affirmative votes of Council members will be required for an amendment to pass.

ARTICLE IX ~ PARLIAMENTARY AUTHORITY

The rules contained in the current edition of the LSC Handbook will govern the Council firstly; in cases absent of direction, Robert's Rules of Order will govern and in which they are not inconsistent with these By-Laws and any special rules of order which the Council may adopt. In this regard, a parliamentary practice or procedure, or error or lack thereof, may be challenged only during the meeting in which the action or infraction occurred, otherwise the right to challenge is waived.

These amended by-laws supersede any and all previously published by-laws of The Helen C. Peirce School of International Studies Local School Council.

Chairperson,

Helen C. Peirce Local School Council: Mathieu Kouame

Secretary,

Helen C. Peirce Local School Council: Rakhee Dodia

These by-laws were amended on: September 14, 2023