

By-laws



Developmental Research School
at the University of Florida

ARTICLE I - Governance of the Developmental Research School

These By-Laws are intended to be consistent with the University By-Laws, the College of Education By- Laws, the Florida Administrative Code, and the Board of Trustees/United Faculty of Florida Collective Bargaining Agreement. In matters that conflict, the University Constitution, the College of Education Constitution and the Florida Administrative Code and the Board of Regents/United Faculty of Florida Collective Bargaining Agreement are the ruling documents. Operating within these contexts and within the provisions of these By-Laws, the faculty of P.K. Yonge, as part of the College of Education, has the primary responsibility for recommending policy and program planning and implementation.

ARTICLE II - The Faculty

Section 1 – Membership

The faculty of P.K. Yonge shall consist of those in full-time instructor positions.

Section 2 – Functions

The functions of faculty shall include but not be limited to making recommendations regarding:

- A. The instructional program, including the school curricula.
- B. Faculty and student policies.

Section 3 - Meetings

- A. Meetings may be called by the Director or Principal, the Faculty Chair, or by a petition signed by 20 faculty members. At least one meeting shall be held each semester. In every instance, the purpose of the meeting shall be stated in the call.
- B. The Director or Principal will preside at faculty meetings. The Faculty Policy Council Secretary shall serve as Secretary at faculty meetings.
- C. The proceedings of the Faculty Policy Council shall help to inform the time and the agenda for faculty meetings. Any faculty member may suggest items for the agenda of faculty meetings.
- D. Except in cases of emergency, faculty shall receive notice of meetings and agendas for meetings at least 48 hours before the scheduled meeting time.
- E. A quorum for meetings of the faculty shall be 25 percent of the eligible faculty.
- F. No proxies shall be recognized.

Section 4 – Faculty Policy Council and Curriculum Council Faculty Policy Council

- 1. Purpose

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The Faculty Policy Council is the primary policy recommending authority for P.K. Yonge outside of Curriculum and Professional Development related issues. In this capacity, the Council makes policy recommendations with respect to matters that concern the faculty and students of P.K. Yonge. The Faculty Policy Council shall report its recommendations to the Director and to the faculty at large. The Faculty Policy Council shall also review the budgets with the Director and recommend resource allocation priorities. Implementation of suggested priorities is the responsibility of the Director. The Faculty Policy Council may, at its discretion, refer specific policy decisions to the eligible faculty for a vote by secret ballot.

Governing Rules of the Faculty Policy Council

A. Membership

The Faculty Policy Council consists of members as follows:

(1) The Faculty Policy Council shall consist of seven members representing the following constituencies:

- a. two representatives from K-5
- b. one representative from 6-7
- c. one representative from 8-9
- d. one representative from 10-12
- e. one representative from counseling
- f. one representative from electives and specials

The Director and administrators may attend meetings of the Faculty Policy Council.

(2) Selecting Faculty Policy Council Representatives (FPCRs)

- a. A Faculty Policy Council Representative will be elected to a 2-year term beginning with the 2013-14 school year with a mandatory election every two years. One K-5 representative, 6-7, and 10-12 elected representatives will serve a one-year term in 2013-14 so as to stagger membership on the newly formed Faculty Policy Council.
- b. A faculty member cannot serve as a Faculty Policy Council Representative and Department Chair concurrently.
- c. The selection of these positions should be determined by a secret ballot, majority vote taken within each representative constituency.
- d. Elections for faculty representation on the Faculty Policy Council shall be held in the spring by ballot. Newly elected members shall take office immediately after the last meeting of the academic year

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(3) Role of the designated alternate

If an elected member cannot attend any given Faculty Policy Council meeting, the elected member may designate an alternate faculty member from their team (i.e., Learning Community, counseling, specials/electives).

B. Eligibility of Faculty Members

Eligible faculty of P.K. Yonge may be elected to the Faculty Policy Council through their constituency or department as indicated in A.1. Faculty eligible to vote shall include all full-time faculty of the school. The Director, Members of the Director's staff (principal or assistant principals) and line administrators reporting to the Director are not eligible for election to the Faculty Policy Council.

C. Presiding Officer

The Faculty Chair shall preside at meetings of the Faculty Policy Council. The Faculty Chair shall be elected by all faculty at the end of each year. For the 2013-14 school year, the Faculty Chair shall be elected during pre-planning week. Nominations for the position of Chair will be collected by the Elections Officer (see section F.5). The Faculty Chair will be selected by secret ballot. If no candidate receives a majority of the votes, a secret ballot run-off election between the top two candidates will be held. The Faculty Chair is a non-voting member of the Faculty Policy Council. The Faculty Chair shall not be eligible to hold any other elected faculty position. The Faculty Chair shall preside at Faculty Policy Council Meetings. The Faculty Chair shall serve a one-year term. The Faculty Chair shall be limited to two consecutive terms and is not eligible for re-election until one year has lapsed after the last year of service.

D. Secretary

The Council shall elect one of its regularly elected members to serve as Secretary of the Faculty Policy Council. The Secretary is a voting member of the Council. The Secretary can be designated by the Faculty Chair to assume the duties of the Faculty Chair when the Faculty Chair is unavailable.

E. Elections Officer

Each year, an Elections Officer shall be appointed by the Faculty Chair from the Faculty Policy Council. The Elections Officer's duties are to coordinate the time, procedures, vote counters, and other mechanisms for conducting elections.

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G. Operating Guidelines

(1) Duties of the Faculty Policy Council Secretary shall include:

- a. Recording and keeping minutes of the proceedings of the Faculty Policy Council and all faculty meetings;
- b. Distributing minutes of each meeting of the Faculty Policy Council and faculty meetings to all faculty members as soon as possible following each meeting;

(2) Faculty Policy Council Meetings

All meetings of the Faculty Policy Council are open to the faculty. Only members of the Faculty Policy Council have access to the floor during meetings, except when permission has been granted by consent of the Council. A majority of the voting members shall constitute a quorum. Normally, meetings will be held a minimum of once per semester; cancellation of a regularly scheduled meeting shall be at the discretion of the Faculty Chair in consultation with the Director. Minutes shall be distributed to the faculty and should any ten faculty members question a decision via a petition, it may be appealed at the next meeting of the Council. When ten or more faculty still question a decision, they may appeal in writing to the faculty at its next meeting. No decisions will become final until after these appeals have been acted on and decided.

The Faculty Policy Council shall deliberate and provide recommendations to the Director and school administration on matters of policy, school improvement, and school organization to include, but not be limited to, the following: (1) school calendar; (2) meeting calendars and structures; (3) professional learning structures and plans; (4) school improvement plans; (5) agenda items for the School Advisory Council; (6) committee needs and task force assignments; (7) budget priorities; (8) supplementary responsibilities; (9) observation and evaluation systems; and (10) student discipline.

G. Committees

The Faculty Policy Council may be assisted and/or informed by other committees. The Faculty Policy Council has the option of creating committees/task forces if there are special needs or functions of the school not being met by existing committees. The Director, in consultation with the Faculty Chair, will choose a representative(s) of the Director's staff to serve on each committee. Any member of the Faculty Policy Council may serve on a committee or task force. Membership and selection of membership for a recommended committee or task force shall be determined by the Faculty Policy Council. When appropriate, the Faculty Policy Council shall appoint student representatives to advise committees.

Other committees shall include, but are not limited to, the following:

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(1) Teacher Observation & Evaluation Leadership Team

The Teacher Observation & Evaluation Leadership Team oversees details related to implementing and improving the state required and approved teacher observation and evaluation system; members are elected by the faculty at-large by secret ballot facilitated by the FPC's Election Officer)

(2) Curriculum Council

The Curriculum Council shall serve as the shared governance body deliberating and recommending to the director issues around professional development and curriculum. The Council shall report its recommendations to the Director and to the faculty at large. Curriculum Council includes Department Chairs and Elementary Curriculum Representatives for each Learning Community, Supervisor of Instructional Practice, Program Development and Outreach Specialist, MTSS Specialist and technology coordinator. Department Chairs and Elementary Curriculum Representatives shall be elected by their appropriate and applicable constituency.