

BOARD-STAFF MEET AND CONFER PROCESS
(By-laws of the Educational Support Personnel Council)

(Regulation) [Policy](#)

ARTICLE I: Name

The name of this council will be the Educational Support Personnel Council of School District No. 11. Educational support personnel are part-time and full-time noncertificated personnel employed by District 11 on a regular basis.

ARTICLE II: Purpose

The purpose of the council is to provide the educational support employees of District 11 a channel of communication to the Board of Education and the district's administration through which represented members may discuss and advise concerning employee welfare, conditions of service, salary requests and other matters of mutual concern.

ARTICLE III: Membership

The council will consist of one representative and two alternates (alternate one and two) elected to the council from the following educational support groups:

Audio-visual coordinators
Association of Educational Office Personnel
Physical services maintenance
Operations
Food services
Management information services
Learning resource services
Teacher assistants
Production printing
Transportation
Warehouse
Resource Center technicians
Coronado Cluster
Doherty Cluster
Mitchell Cluster
Palmer Cluster
Wasson Cluster
Central services

Each group will have one vote, the voting member being the representative, or in his absence the first alternate, or in his absence the second alternate. Only duly-appointed representatives and alternates are authorized to vote on council business.

The attendance at regular meetings by a representative from auxiliary services and human resources is in an advisory capacity only as is the attendance of supervisors from the above groups.

Any educational support employee in attendance at a meeting may be recognized by the chair to speak.

ARTICLE IV: Officers, terms and duties

1. Officers will consist of a president, president-elect, secretary and treasurer.
2. The term of offices will be one year with the option of running for a second term.
3. Duties of officers are as follows:

- a. President

The president will have the usual powers including the right of discussion and voting and will be charged with the ordinary duties pertaining to that office and any duties which may be conferred upon him by the council.

The president will preside at all meeting of the council and may call a special meeting of the council when deemed necessary.

The president as official representative of the council will sign all written documents to which council representatives may be a party and that have been authorized by the council.

- b. President-elect

In the absence or inability of the president, the president-elect will have and perform all of the

powers and duties of the president.

At the end of the president=s term, the president-elect will become president of the council for the following year.

c. Secretary

The secretary will have the right of voting and will record and keep the minutes of each meeting. The secretary will insure that copies of the minutes are distributed to officers and members as soon as possible after the meeting.

The secretary will read the minutes of the prior meeting at each regular meeting in accordance with the regular business session.

d. Treasurer

The treasurer will have the right of voting and will handle all monetary transactions of the council.

4. The election of officers will be held during the regular scheduled meeting in May. Newly-elected officers will assume their duties on July 1.

Members eligible to serve as officers include each representative or alternate of each member group. A non-elected ESP employee who has attended at least 80 percent of all ESP council meetings during the previous 12 months with verification of attendance may be elected to office.

No person may run for the presidency without first attaining the position of president-elect.

Nominations will be made by the appointed nominating committee, and nominations also may be made from the floor.

Votes will be cast by secret ballot.

5. An officer failing to attend two consecutive meetings without proper notification to the president or president-elect will be replaced by a special election of the ESP council.

ARTICLE V: Meetings

Regular meetings of the council will be held in the Administration Building Complex on the fourth Tuesday of each month at 6:30 p.m. If the date or place appointed for the regular meeting is not suitable, the president will reschedule the meeting to another date or place.

The order of business at regular meetings will be:

1. Call to order
2. Reading and approval of the minutes
3. Treasurer's report
4. Old business and reports of special committees
5. New business
6. Adjournment

Robert's Rules of Order will govern all parliamentary procedures not covered by these by-laws.

ARTICLE VI: Committees

Special temporary committees of the council may be appointed by the president for any purpose approved by the council. Functions of such special committees ordinarily will be fact-finding, deliberative and advisory, and their reports will be made to the council for discussion and action.

ARTICLE VII: Amendments

These by-laws may be altered or amended by the affirmative vote of a majority of the representatives at any regular or special meeting of the council at which a quorum is present, provided the alteration or amendment or the substance thereof first will have been delivered to each representative at least 10 working days prior to the date of the meeting. No alteration or amendment will be considered legal or valid without approval by a simple majority vote of the voting members of the ESP groups represented by the ESP council

ARTICLE VIII: Voting

A quorum will consist of a simple majority of designated voting representatives.

If a designated voting representative from an organization or area is not present, the council president may designate a person from that organization or area to fill in as a voting representative.

A motion will pass with a simple majority of the votes cast by the designated representatives.

Approved prior to 1993

Revised August 24, 1993

Colorado Springs School District Eleven, Colorado Springs Colorado
May, 1995