**Section 2**

**Members**

**2.3 Definition and Selection of Steering Committee Members**

1. Three parents or legal guardians of children currently attending NJB will be elected annually and serve on the committee.
2. Two community members who are invested in the impact of the school on the community will be elected annually and serve on the committee.
3. Certificated Non-Management NJB employees will elect 5 members of their constituency and serve annually. (No shared positions)
4. Classified NJB employees will elect 1 member of their constituency and serve annually. (No shared positions)
5. The NJB Principal shall serve on the committee as a voting member.

**2.4 Election and Terms of Members**

Terms for all members of Steering Committee are to commence their term beginning July 1st and ending June 30th of each academic school year. Members as listed below:

Certificated and Classified Representatives Parent and Community Representatives

Principal, Ex Officio Steering Committee Officer Members (President, Vice President, Secretary)

**Officer Elections**

Officer elections will be held at the first Steering Committee meeting of the school academic year. Steering Committee Officer Members (President, Vice President, Secretary)

**Election Process Procedures**

Certificated and Classified Representatives: The last staff meeting in June of the prior academic year, will hold an election by open nomination and secret ballot.

Parent and Community Representatives: At the 1st week of May nomination forms will be sent out schoolwide, and the nominees will be informed that they are nominated and willing to be elected with an understanding of the role and responsibilities of serving as a Steering Committee member. An election form will be sent out one per parent/guardian of NJB scholars, of their intent to run and a short bio. No campaigning shall be held on school grounds. NJB will hold a Parent/community forum in May, in which the candidates can present their platform. Election will be held in the last week of May. Ballots will be secured and counted by SC members in the beginning of June in a closed session meeting prior to next Steering Committee meeting and new members announced. In case of a vacancy, the first runner up will be offered the vacant position. If there is a vacancy, and no runner-up candidate available, a special election will be held, within two-weeks of the vacancy. A call for nominations will be sent out school-wide during week one, elections held week two.

**2.5 Roles of Members**

1. The president will be responsible for forming the agenda, in cooperation with the Principal, using input from the Steering Committee. The President will chair and the meetings and ensure that all proceedings... Time keeping will be duty of the president, however can be delegated to another attending member. The president will be responsible for sending out the agenda and previous meeting minutes to the Steering Committee prior to the meeting. The president will keep track of roll and attendance of each member.
2. Same
3. The secretary will be responsible for recording and distributing the minutes from the Steering Committee meetings.
4. The Principal will post the agenda publically, and is responsible for agenda items and packets.
5. Steering Committee representatives use last sentence…

**2.6 Vacancies**

A seat may become vacant due to resignation, expiration of term, death, chronic absenteeism (three absences) or removal from office. It is the duty of the Steering Committee to execute all efforts to fill such a vacancy (with a member constituency class if applicable) Steering Committee is responsible for providing the new member with all updated materials and current events. When a member chooses to resign, a letter of resignation must be written and given to the Steering Committee to be read at the next meeting.

**2.7 Removal from Seat**

A two-thirds vote from all Steering Committee members after review, using the NJB two-step decision making process, can remove a member from their seat. When a member is inexcusably absent for three regular meetings over a twelve-month period or when a member is not fulfilling the responsibilities as a member prescribed in the bylaws or standing rules of the Roberts Rules of Order/Brown Act, or engages in conduct which the Steering Committee determines to be injurious to the committee or its purposes as written in the district Code of Ethics, school policies in the Scholar Family Handbook, and NJB Charter identified offences and suspension and expulsions listed on Element 10. Retaliation will not be condoned or tolerated.

A due process of conflict resolution will be conducted for all members of the Steering Committee.

1. Injured party identifies the problem with evidence and citation of rule broken and notify the person accused to the SC president and/or principal. All efforts will be made to conflict solve.
2. If no resolution can be reached, the citations, evidence, and any witnesses will be heard at the next Steering Committee meeting at a closed session. The discussion will be kept confidential within the committee. The injured party and accused will present their case and both be heard. A fact-finding validation discussion will be conducted. At the next meeting a determination of removal could be made. The accused will be afforded an opportunity with a letter of resignation before potential removal.