

Constitution

Loveland City School District Planning Commission

Article 1: *NAME*

This Organization, commissioned by the Loveland City School District Board of Education, shall be called the Loveland City School District Planning Commission.

Article 2: *PURPOSE*

The purpose of this Organization shall be:

1. To assist the Board of Education by researching, recommending, and/or evaluating assigned issues and topics. The LCSD Planning Commission is a research and advisory resource of the Loveland City School District Board of Education, reporting its finding and recommendations for the Board of Education's consideration and use.
2. To help the Loveland community to become better informed about school issues researched by the Planning Commission.

Article 3: *MEMBERSHIP*

The Loveland City School District Planning Commission shall be composed of a maximum of twenty-five voting members:

- Up to seven faculty and staff members appointed by the LCSD Board of Education.
- The remainder shall be citizens of the LCSD appointed by the LCSD Board of Education, who are reflective of the diversity of the community.
- Student participation may be solicited with a particular focus on participation on the school improvement/student experience committee.

The superintendent, treasurer, assistant superintendent, two Board of Education members, and a member from each PTA/PTO and Board Recognized Booster Group (Athletics, Music, Robotics) representatives may serve as non-voting members, in an advisory capacity. The Board of Education may make appointments to the commission as needed to fill vacancies. All terms shall be three years. No appointed member shall serve for more than three consecutive full terms. If a Planning Commission member resigns prior to completion of the three-year term, the Board of Education may appoint a person to serve the remaining portion of the term.

For the establishment of the commission, charter members will be assigned 1-year, 2-year, or 3-year terms and shall not count toward a full-term for the purpose of establishing term limits.

Article 4: *MEETINGS*

At the first meeting of the Commission year (which begins August 1), the time and place of monthly meetings shall be designated by a vote of two thirds the membership present and voting.

Special meetings of the full Planning Commission may be called by the President whenever necessary by giving a minimum of two (2) days' notice to the membership.

All meetings of the full Planning Commission shall be open to the public. Non-members are permitted to address the Commission at the invitation and authorization of the presiding officer. The Commission will publish the methods and opportunities to communicate with the Planning Commission.

Article 5: OFFICERS

The officers of the Organization shall be a president, a vice-president, and a secretary. Officers shall be elected in this fashion:

- 1) In May the president shall appoint a committee for the purpose of selecting nominees for each office. For the establishment of the commission, the superintendent shall solicit interest in serving as an officer of the commission for the purpose of organization.
- 2) The election will take place at the July meeting.

These officers shall serve for a term of one year commencing August 1. In the case of a vacancy in the presidency, the vice-president shall succeed. Vacancies occurring in the other offices should be determined by election. No member of the Board of Education shall be an officer of the Commission. No more than one staff member can serve as an officer.

Article 6: QUORUM

A quorum shall consist of a simple majority of the current voting members. No actions shall be taken by the Commission at any meeting except by a majority of those members voting, where a quorum is present.

Article 7: BYLAWS

Supplementary regulations, proposed additions, deletions or changes in bylaws may be considered during any meeting where a quorum is present. Affirmative action requires a majority vote of those present.

Article 8: PARLIAMENTARY AUTHORITY

The Commission's rules of order will be according to *Robert's Rules of Order* (Rev. Ed.).

Article 9: AMENDMENTS

The constitution may be amended by a two-thirds vote of those voting at any meeting where a quorum is present, providing all members have been notified at least two weeks prior to voting.

Article 10: MANAGEMENT

In order to accomplish efficiently the purposes of this Commission, it is necessary that all members attend all meetings regularly. In the event a member cannot attend a meeting, it is requested that the president or secretary be informed. The secretary shall also maintain attendance records of all Commission meetings.

Commission members that are unable to attend three meetings during the year beginning August 1 may be asked to resign from the commission.

Bylaws

I. REPORTS

All agenda items and study reports to be reviewed may be distributed prior to the meeting in order that questions and discussion topics may be prepared in advance.

Reports are the principal means of conveying the results of a committee's research and study to the Board of Education. Reports are to be typed and provided in written or electronic format such that each member of the Commission, its Advisors, the Board of Education, school faculty, staff and administration, and members of the public may access the reports. The following format is recommended:

1. Title page consisting of title of the study and dates, and the names of the chairman and committee members.
2. General statement of the purpose of the study.
3. Study methods.
4. Findings.
5. Conclusions and/or recommendations.

Report pages should be numbered.

Committee reports shall be approved by a majority of Committee members, prior to review by the Commission or by the Board of Education.

Reports shall be approved by a majority of Commission members present and voting, prior to submission to the Board of Education, provided a quorum is present.

II. DUTIES OF OFFICERS

A. President

1. Conduct meetings and executive sessions, as well as orientation of new members.
2. Work with the Board of Education to select and establish projects including establishing clarity of the scope and the expectations of the projects and work assignments to be undertaken by the LCSD Planning Commission.
3. Work with the Board of Education and Office of the Superintendent to develop a schedule of reports and committee assignments and the process for interacting and accessing district personnel as a resource for projects.
4. Establish committee or subcommittee membership.
5. Ascertain status of reports due before meeting presentation
6. May arrange for special programs occasionally so commission will be well informed on current topics.
7. Reviews Constitution and Bylaws to assure that they are being followed.
8. The President will not chair a committee but may serve as a member of a committee.
9. The President shall, in consultation with the other Officers and Committee Chairs, amend the Commission meeting schedule from time to time as required in order to facilitate the safe and

efficient execution of the Commission's work. All changes shall be timely communicated to the membership and to the public.

B. Vice President

1. Assume chairmanship in the absence of the President.
2. May serve as a member of committees.

C. Secretary

1. Take minutes at all meetings.
2. Take attendance at all meetings.
3. Direct correspondence to proper people.
4. Ensure a routine agenda is prepared for meetings.
5. Ensure a copy of minutes are available to the Board of Education Office and on the website to all concerned citizens.
6. Ensure complete copies of the minutes and reports are in Planning Commission files in the Board Office following approval of the report by the Commission.
7. Ensure an updated index of past studies is available on website.
8. May serve as a member of a committee.

III. PTA AND BOOSTER REPRESENTATIVES

The name of a representative from each PTA and Booster group will be entered on the Commission's address list at the beginning of each Commission year.

IV. MINUTES

All members, both appointed and ex-officio, and members of the Board of Education, will be provided an opportunity to access the minutes in electronic form. In addition, a copy should be sent to the Secretary, Loveland Board of Education, 757 S. Lebanon Road, Loveland, OH 45140 by email or hard copy.

Original Constitution & By Laws adopted 6/3/2020

Amended 09/2/2020

Amended 03/03/2021

Amended 07/07/2021