



Fayetteville Public Schools Classified PPC By-Laws

Section I. Name:

- The name of this committee is the Fayetteville Public Schools Classified Personnel Policy Committee (referred to as the Classified PPC).

Section II. Purpose:

- The Classified PPC shall review personnel policies including, but are not limited to, the following terms and conditions of employment: salary schedule, fringe benefits, annual school calendar, evaluation procedures, leave, grievance procedures, termination, nonrenewal, or suspension, reduction in force and assignments.

Section III. Committee Membership Classification:

- For the purposes of this subsection, there shall be six (6) classifications of classified employees as provided in 6-17-2303.(a)(2) of the Personnel Policy Law from the state, comprised from the following groups (at a ratio of 1 member per 50 constituents):
 - Maintenance, Operations, and Custodians
 - Transportation
 - Food Service
 - Clerical
 - Aides and Paraprofessionals
 - At-Large
- The seated Classified Employee Administrators (no more than 3) will be fully vested members with voting rights.
- Absences: A member's seat may be vacated after 3 unexcused absences from regular monthly meetings. The PPC will vote on any

absence to determine if the absence is excused or unexcused. Any member who is going to be absent will make every effort to inform the chairperson by the next day.

- Filling a vacancy on the board.
 - The vacancy will be replaced with a person from the same classification of employment.
 - Notification will be sent to that classification for the vacancy to interested volunteers). They will submit their names to any current board member via e-mail.
 - The current board members will vote on a replacement for any vacancy.

Section IV. Nomination Process for Committee Members:

- There will be an email sent out to all Classified employees for nominations by September 1st; you may nominate yourself or another employee. The person(s) you nominate must be willing to serve on the committee.
- All nominations should be submitted to the classified PPC e-mail (classified.ppc@fayar.net) within five business days of September 1st.

Section V. Election Process for Committee Members:

- **The election shall be conducted by mid-September.**
- The non-management classified employee member of the committee shall be elected by a majority of all non-management classified employees voting by secret ballot.
- The election shall be conducted solely and exclusively by the Election Commission (EC) of non-management classified employees, including counting and distribution of ballots (either paper or electronic means) to all non-management classified employees.
- The EC is comprised of three active non-management members from three classified groups as listed in section III of the by-laws. Any nominated non-management members can not serve on the EC.

Section VI. Terms of Committee Members:

- Maintenance, Operation, and Custodians:
 - Position 1 = 2 year term (ending in odd-numbered years)
 - Position 2 = 2 year term (ending in even-numbered years)

- Transportation:
2 year term (ending in odd-numbered years)
- Food Service:
2 year term (ending in odd-numbered years)
- Clerical:
Position 1 = 2 year term (ending in odd-numbered years)
Position 2 = 2 year term (ending in even-numbered years)
- Paraprofessionals/Aides:
Position 1 = 2 year term (ending in odd-numbered years)
Position 2 = 2 year term (ending in even-numbered years)
Position 3 = 2 year term (ending in odd-numbered years)
Position 4 = 2 year term (ending in even-numbered years)
- At-Large:
2 year term (ending in even-numbered years)

Section VII. Committee Meetings - Day and Time

The Committee will meet each month and the meeting day and time will be determined at the first meeting of each year; provided, however, the Chairperson may call a special meeting of the Committee to address issues consistent with these Bylaws; In addition, a special meeting of the Committee shall be called if requested in writing by a majority of the members of the Committee. The meeting day and time for regular meetings of the Committee must stay consistent throughout the year unless the Committee approves a change to the date or time of a meeting or cancels a meeting for a good cause.

Section VIII. Election of Officers:

The Classified PPC shall organize itself in October:

- **Chairperson** - nomination at the first meeting with the new committee and the majority of the vote.
- **Secretary** nomination at the first meeting with the new committee and the majority of the vote.

Section IX. Duties of the elected officers

- **Duties of the Chairperson**

1. Create the meeting agenda and email to the committee members at least two weeks prior to the meeting. This would allow all members a chance to read the agenda and ask for changes to be made if necessary.
2. Send the agenda to all classified employees 1 week prior to the meeting via the classified PPC e-mail.
3. Work with the Secretary to ensure the minutes are distributed in a timely manner and help with any questions he\she may have.
4. Communicate with the committee about meeting dates, times and any changes that may happen.
5. Help keep the lines of communication open between Administration and Classified employees.
6. Conduct the monthly meeting in an orderly fashion.

- **Duties of the Secretary**

1. Take minutes at each meeting and/or record meeting for transcribing purposes only.
2. Prepare minutes for distribution to committee members for approval within 3 business days.
3. Upon committee approval, send minutes to the chairperson for distribution.
4. Conduct the meeting if the Chairperson is unable to attend.

Section X. Steps for creating the agenda

1. Chairperson will create a draft of the agenda.
2. Chairperson will contact administrative representative and committee members for any new items for the agenda.
3. Chairperson will add requested items to the agenda.

Section XI. Proposal for Amendment of By-Laws

- All proposed amendments to the By Laws shall be submitted in writing to the CPPC President no less than twenty-one (21) days before the meeting of the CPPC at which the proposal will be considered.

- The CPPC President shall send copies of all proposed amendments to each member of the CPP not less than fourteen (14) days before the meeting of the CPPC at which the proposal will be considered. Communication by electronic means is permissible.
- Proposed revisions must include the current bylaw, the revision to the bylaw, and the reasons for the revision
- CPPC President will add the proposal to the agenda for the next scheduled meeting. A special meeting may be called to discuss the proposal.
- The committee may vote to approve, reject, or send the proposal back for revision. The CPPC must act on the revision within no less than 10 days or more 60 days in a regular or special meeting of the committee.
- Approval of a proposed revision requires majority vote. To determine the number of votes required, the number of yes votes divided by the number of members present must be greater than .50.