

SECTION A FOUNDATIONS AND GOVERNING COUNCIL GOVERNANCE
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A.1 MISSION AND VISION STATEMENTS

Mission: The Public Academy for Performing Arts is a public charter school that integrates a rigorous college preparatory curriculum with the performing arts and prepares students to pursue their passions and talents.

Vision: The Public Academy for Performing Arts will be a small, supportive community where all students pursue both high academic achievement and excellence in the performing arts.

A.2 NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY

PAPA affirms its commitment to the rights of students, parents and employees with disabilities as set forth in Section 504 of the Rehabilitation Act of 1973, the New Mexico Human Rights Act (NMHRA) and the Americans with Disabilities Act (ADA).

A.3 GOVERNING LAWS

PAPA must comply with all applicable federal, state, and local laws and regulations. As a public charter school, PAPA is governed by, without limitation:

- the New Mexico 1999 Charter School Act (NMSA 1978, Sections 22-8B-1 to 22-8B-15),
- the New Mexico School Personnel Act (NMSA 1978, Chapter 22, Article 10),
- the New Mexico Procurement Code (NMSA 1978, Sections 13-1-1 et. seq.),
- the Open Meetings Act (NMSA 1978, Sections 10-15-1 et seq.)
- the applicable rules and regulations issued by the New Mexico State Department of Education (contained in Title 6 of the New Mexico Administrative Code),
- PAPA's charter with the Albuquerque Public Schools (APS), including the applicable APS school policies not waived in PAPA's charter.

The Governing Council of PAPA has a responsibility to ensure that PAPA operates in accordance with these laws and regulations, and meets its commitments to APS and the State Board of Education as reflected in its charter.

A.4 GOVERNING COUNCIL POWERS AND RESPONSIBILITIES

The primary powers and duties of the Governing Council are to:

- Hire, evaluate and terminate the Executive Director;
- review and approve the budget for PAPA, and any line-item changes to the budget;
- review and approve all policies and procedures for PAPA;
- review and approve facilities plans for PAPA;
- approve the strategic plan for PAPA; and

The Executive Director and other PAPA employees shall implement the policies and procedures, facilities plans, and budget adopted by the Council, under the direction and supervision of the Executive Director. The Council shall not be involved in the day-to-day operations of the school.

A.5 COUNCIL MEMBER AUTHORITY

Council members will have authority only when participating in Council deliberations during a regular or special Council meeting. Neither the Administration or the Council will be bound in any way by any statement or action on the part of any individual Council member, unless the Council, by majority vote, delegates authority to speak for or represent the entire Council to a Council member.

Unless acting pursuant to express delegated authority from the Council, no Council member shall undertake any individual action to implement any plan or action approved by the Council and within the responsibility of the Executive Director except under the direction and supervision of the Executive Director. When acting under such direction and supervision of the Executive Director, a Council member shall be considered a volunteer and have no special authority beyond that of a volunteer.

Council members are bound by the Policies and Procedures. Any violation of Policies and Procedures by a Council member may be grounds for removal of the member under the procedures in Section A.8.

A.6 PARLIAMENTARY AUTHORITY

Basic Roberts' Rules of Order procedures will govern the Council, except when state regulations prevail. Although most items are handled by appropriate motion procedures, consensus action is also used. Actual procedures will be left to the discretion of the Council President or the person chairing the meeting in the President's absence.

Unless otherwise specified by Council policy, procedure or resolution, a quorum shall consist of a simple majority of voting Council members in office, and any action may be taken upon the approval of a majority of those members present, provided a quorum is present.

A.7 COUNCIL MEMBERSHIP

Council shall be constituted in accordance with the following:

1. Members: The Governing Council is intended to be a collaborative body and members are not intended to represent particular constituencies, but should recognize and pursue the best interests of the school as a whole. It is, however, recognized that diverse groups exist and it is advisable to draw membership from all areas. The Governing Council shall consist of not less than five (5) members and not more than seven (7) members. The process shall include on the Council one or more representatives from each of the following groups: parents, faculty and staff members, community members, and high school students, provided that at no time shall paid employees or contractors of PAPA constitute a majority of the Council. Spouses/domestic partners, likewise, shall be prohibited from serving on the Council at the same time. If the Nominating committee cannot identify a qualified candidate for an open community member position then the Governing Council may instruct the Nominating Committee to fill the open position with a parent who's term is not to exceed one year.

2. Selection/Election.

- a) **Faculty Members** will be selected by the Faculty in accordance with procedures agreed to by a majority of faculty members. The faculty membership should reflect performing arts and academic areas as well as from high school and middle school. Ideally, representation should be by one academic middle school teacher, one academic high school teacher and one performing arts teacher. The faculty is requested to take this into consideration when selecting/electing faculty members. Faculty are non-voting members, acting as advisors to the Governing Council.
- b) **Election Process:**
- i) On or before the first Governing Council meeting in March, the Council shall appoint a Nominating Committee, which shall consist of: (a) at least one member of the Governing Council who will not serve on the Council the following year; (b) two members of the faculty who will not serve on the Council the following year (one faculty member will facilitate the committee and report to the Governing Council); (c) at least one parent or community member who is not currently on the Governing Council, not employed by PAPA in any capacity, and will not serve on the Council the following year.
 - ii) The Nominating Committee shall meet thereafter and solicit applications, recruit potential candidates, and screen applicants and recruits for each of the Parent Member and Community Member positions on the Council to be filled.
 - iii) The Nominating Committee shall generally recommend candidates based upon their professional skills, demonstrated collaborative and problem-solving skills and attitudes, their ability and willingness to devote substantial time and energy to serving on the Council (including chairing and regularly participating in the activities of at least one Council or school committee), and their willingness and ability to devote their time and energy to acting for the best interests of PAPA as a whole, rather than the interests of any particular interest group.
 - iv) The Nominating Committee's slate of recommended candidates shall be submitted to the Council and publicly announced during the April Governing Council Meeting.
 - v) If there is more than one candidate for any Parent Member or Community Member Position, either by virtue of the Nominating Committee recommending more than one candidate for a particular position or because a nominating petition has been submitted in accordance with vi) below, the Council shall arrange for an election to be held with respect to the contested position(s) Before the Council meeting in May.
 - vi) Any person who desires to be considered for one of the Parent Member or Community Member Positions on the Council, and who has not been included on the Nominating Committee's slate, shall be placed on the ballot if a petition, signed by at least 50 (fifty) PAPA families is presented to the Executive Director no later than one week after the first Council meeting in April.
 - vii) With respect to each of the Parent Member and Community Member Positions, families shall be entitled to cast one (1) vote. A general election will be held the week before the May meeting with voting to occur for two (2) days. The election will be facilitated by the nominating committee chair. It will consist of a secret, written ballot. Voters must be present (sign in) in

order for their vote to be counted. The vote will be presented to the Governing Council at the May meeting.

- viii) During the May Governing Council meeting, the Council shall vote to approve or disapprove, as a whole, the uncontested candidates recommended by the Nominating Committee and the candidates elected (if any). If approved, all such candidates shall be seated as members of the Council for the relevant terms. If such candidates are disapproved by the Council as a whole, the Council shall reconvene the Nominating Committee to develop a new slate of candidates for the uncontested positions.
- ix) The Council members who will end their terms will remain through the August meeting to assist the new members in transition.
- x) The High School Student Council President will be included on the Governing Council as a non-voting member acting in an advisory role.

3. Restrictions on Council Members. In no event shall (i) more than fifty percent (50%) of the Council members in office be employees of PAPA (which shall for this purpose include persons receiving compensation from PAPA as independent contractors); and (ii) spouses serve on the Governing Council at the same time.

4. Terms. Council member terms are for a minimum of one year and a maximum of three years. Faculty Members will generally serve for one year unless the faculty decides to appoint any faculty member for more than one year. Parent and Community Members will be requested to serve for three years, provided that any such member may elect to serve for a shorter term. This is to create a three year cycle so that the council membership is comprised of new members, one year members and final year members. At the Governing Council meeting in February, the Governing Council will identify those Council members who are in their first, second and third years and who will be remaining on the council for the following year. The Council will also determine whether the make-up of the Council shall be increased or otherwise changed in subsequent years. This will determine the positions that are to be filled for the following year.

5. Automatic Removal of Certain Council Members.

(1) Termination of PAPA Relationship. A Council member who occupies a Council position by virtue of his or her relationship to PAPA (e.g., administrator, faculty or adjunct faculty member, parent of PAPA student, etc.) will be deemed to have automatically resigned from his or her position on the Council upon the termination, for any reason whatsoever, of the circumstances which initially made such person eligible for the Council position.

(2) Termination of Independent Contractor Status. If a Council member is an independent contractor to PAPA (in addition to any other qualifications for membership on the Council), PAPA's cancellation or termination of the contract prior to its normal expiration date shall result in the Council member being deemed to have automatically resigned from his or her position upon the termination of the contract. In such circumstances, the Council may elect in its discretion to reappoint such person to the Council for the remainder of the term for which he or she was initially elected or appointed, by majority vote of the Council.

(3) Student Qualifications. A student member of the Council shall be deemed to have resigned his/her position on the Council immediately upon: (i) withdrawal from PAPA for any reason whatsoever; (ii) disciplinary action resulting in short or long-term suspension; or (iii) his/her GPA falling below 3.0 (measured at the end of the regular grading period).

6. Recall of Elective Council Members. If at any time the Council shall receive a recall petition with respect to any member serving in a Faculty Member, Parent Member or

Community Member Position, signed by the following constituents: at least fifty percent (50%) of the faculty (in the case of a Faculty member) or 100 PAPA Families (in the case of a Parent Member or Community Member), the Council shall arrange for a recall election to be held within thirty (30) days thereafter. Constituents eligible to vote for such position shall vote by secret ballot in such recall election, and such member shall be recalled and removed from office if more than fifty percent (50%) of the votes cast in such election are cast for removal.

7. Vacancies. A vacancy on the Council caused by the resignation, deemed resignation pursuant to Section A.7.5, removal by vote of the Council pursuant to Section A.19, recall pursuant to Section A.7.6, death, refusal to serve, or incapacity of a member, or by the failure to fill all available positions, will be filled by majority vote of the remaining Council members, unless the Council elects to convene a Nominating Committee to fill the vacancy in accordance with the procedure above.

A.8 REMOVAL OF COUNCIL MEMBERS FOR BREACH OF RESPONSIBILITIES

A. Governing Council members are expected to regularly attend Council meetings. If a Council member anticipates that he or she will not be able to attend a meeting, the Council member shall notify the President of the Council and/or the Executive Director of his or her impending absence in advance of the meeting. If a Council member, as a result of an emergency or illness, is unable to notify the President of the Council and/or the Executive Director in advance that he or she will be unable to attend a meeting, the Council member shall notify the Council President and the Executive Director within 24 hours following the meeting of the reason for his or her absence.

B. If a member of the Governing Council misses four consecutive regular meetings or four out of eight consecutive regular meetings, the office of such member may be declared vacant by a vote of three-fourths of the remaining members of the Council.

C. If a member of the Governing Council knowingly violates any policy or procedure adopted by the Governing Council, the office of such member may be declared vacant by a vote of three-fourths of the remaining members of the Council

D. Any vacancy of an office on the Governing Council created pursuant to this section shall be filled in the same manner as other vacancies on the Governing Council are filled. Any member of the Governing Council who has his or her office declared vacant or vacated pursuant to this section A.8 shall not be eligible for appointment or election to the Governing Council until the term for which he or she was originally elected or appointed has expired.

E. As used in this section A.8, "regular meeting" means a meeting of the members of the Governing Council about which notice has been published.

F. No office of a member of the Governing Council shall be declared vacant under this section A.8 for any absence or other event that occurred prior to the date of adoption of this section A.8.

A.9 NO MISUSE OF POSITION

No Council member or PAPA employee shall use his or her position at PAPA to attempt to influence the decision of any employee of PAPA to grant special treatment to (a) the child or ward of such Council member or employee (including independent contractors), (b) any relative of such Governing Council member or employee, or (c) any "Related Entity". For

purposes of this Section A.22, a “Related Entity” is a business enterprise, nonprofit organization or other entity with respect to which such Governing Council member, employee, or a relative of such Governing Council member or employee (i) has a direct or indirect financial interest; (ii) is an officer or director; or (iii) is otherwise in a position to control the management or decision-making of such entity. Every Council member and every PAPA employee who is a parent or ward of a PAPA student shall inform his or her child that he or she is required to follow all rules, policies and procedures applicable to PAPA students, that he or she is not entitled to special treatment by virtue of the relationship with a Council member or employee, and that any attempt to seek such special treatment may result in disciplinary action.

Council members are prohibited from using confidential information acquired by virtue of their associations with PAPA for their individual or another’s private gain. Council members must, in all instances, maintain their conduct at the highest standards. Council members must not engage in activities which violate federal, state, or local laws or which, in any way, diminish the integrity, efficiency, or discipline of the Council or PAPA. Council members’ actions are constrained by the intent and the letter of these Policies and Procedures. Those constraints include but are not limited to the following:

- a) No Council member will by their individual actions circumvent the authority of the Executive Director.
- b) No Council member will act as advocate before the Governing Council for any individual or group of individuals unless they are appointed to that role through an action of the Governing Council.

A.10 GENERAL CONFLICT OF INTEREST

A.10.1. General Principles: It is the responsibility of all employees (including for this purpose independent contractors providing services to PAPA) of PAPA, all volunteers at PAPA, and all Governing Council members to conduct themselves in accordance with the highest standards of integrity, honesty, and fair dealing to preclude conflict between the interest of PAPA and the personal interests of the employee, volunteer or Governing Council member. Likewise, it is the responsibility of PAPA to conduct all its business and operations impartially in accordance with all laws and in conformity with the highest ethical standards. All hiring and other transactions imposing financial and/or legal obligations on PAPA shall be made with the best interests of PAPA as the foremost consideration.

PAPA also recognizes that the ultimate success of PAPA depends upon the active participation, cooperation and collaboration of parents, volunteers, employees, Governing Council members and students. Sometimes, the best interests of PAPA may involve the creation of relationships that might create an appearance of impropriety or potential for abuse of position, if not carefully evaluated by disinterested parties. PAPA therefore has established this policy to guide all PAPA employees, volunteers and Governing Council members in their actions or relationships, so that they will avoid the appearance of having their judgment or the performance of their duties compromised.

A.10.2. Conflict of Interest Definition: A conflict of interest occurs whenever an employee, volunteer, or Governing Council member permits the prospect of direct or indirect personal

gain (or gain to a relative or Related Entity) to influence improperly his judgment or actions in the conduct of PAPA business. While it is not practical to specify every action by an employee, Governing Council member or volunteer that might create a conflict of interest, the following situations are considered to have that potential and MUST be avoided unless the situation has first been approved by the PAPA Ethics Committee.

1. Hiring of a Governing Council member or a relative of a Governing Council member as an employee, whether full-time or part-time;
2. Acquisition, leasing or sale of any property, facilities, materials, or contract services (e.g., financial, legal, public relations, computer) by PAPA under circumstances in which there is direct or indirect compensation (other than the regular salary received from PAPA by full or part-time employees) to an employee, volunteer, or Governing Council member, or a relative of an employee, volunteer, or Governing Council member or to a Related Entity (as such term is defined in Section A.22);
3. Acceptance by an employee, volunteer, or Governing Council member or a relative of the employee, volunteer or Governing Council member from any individual or company seeking to do business with PAPA, any loan, service, excessive entertainment, travel, or gift of more than nominal value. This does not preclude exchange of token gifts or entertainment that conforms to customary industry practices, provided such exchange does not obligate or appear to obligate the employee, PAPA, or any associated third party.

A.10.3. Ethics Committee: The PAPA Ethics Committee shall be composed of three members, one of whom shall be a Governing Council member appointed by the Governing Council, and two other members (who may be parents, staff members, or disinterested community members) who the Council believes will be able to evaluate potential conflicts of interest objectively and in the best interests of PAPA. If a transaction or situation described above in Paragraph B is proposed, or any other situation arises which any employee, Governing Council member, volunteer, student or parent believes may present an improper conflict of interest or potential for abuse of position, the matter may be presented to the Ethics Committee for evaluation. Anyone (including a member of the Ethics Committee) may initiate an evaluation by the Ethics Committee by notifying any member of the Committee that he or she would like the Ethics Committee to consider the issue presented. The Ethics Committee shall promptly convene after any such request and shall render a decision or recommendation within two (2) weeks following the request, or such additional reasonable period of time as may be necessary to obtain any additional information deemed necessary by the Committee.

A. Ethics Committee Authority:

- i) Proposed Transactions. The Executive Director shall not authorize (by approval of a Purchase Order or otherwise) or enter into any proposed transaction on behalf of PAPA described in Paragraph B unless and until the transaction has first been evaluated and approved by the Ethics Committee. The Ethics Committee may, but shall not be obligated to, approve a proposed transaction (including the hiring of a Governing Council member, a parent, a relative of an employee, volunteer or Governing Council member, or any Related Entity) if the Committee concludes, after review of all pertinent data, that (i) the transaction is financially no less favorable to PAPA than would be available in an arm's length transaction between unrelated parties; (ii) no

employee or Governing Council member will be in a position to individually make decisions relating to the employment, supervision, compensation or discipline of a relative; (iii) no employee or Governing Council member will be in a position to individually make decisions relating to any transaction between PAPA and any Related Entity (as defined in Section A.22); and (iv) the benefits to PAPA outweigh any appearance of a conflict of interest. The Ethics Committee shall report its decision regarding any such proposed transactions to the Governing Council at the next meeting following its decision.

- ii) Violation of Conflict of Interest Rules. In the event the Ethics Committee decides that a PAPA employee, Governing Council member, or volunteer has violated the conflict of interest rules or otherwise abused or attempted to abuse his or her position at PAPA, the Ethics Committee shall make a recommendation to the Governing Council regarding appropriate action, and the disinterested members of the Governing Council shall decide what action shall be taken in response to such violation.
- iii) Deliberations and Voting of Ethics Committee. All decisions made by the Ethics Committee shall require the affirmative decision of at least two out of the three members, after discussion and deliberation by all three members. In the event a matter is presented to the Ethics Committee which involves a potential or alleged conflict of interest with respect to a member of the Ethics Committee, that member shall disqualify himself or herself from all deliberations relating to that matter and the Governing Council shall appoint a disinterested member to the Ethics Committee to consider the particular matter at issue.

B. Disclosure statement required.

Each Council member shall be responsible for disclosing to the Council the existence of any such direct or indirect interest. Failure to make such disclosure shall be grounds for voiding the transaction, at the discretion of the Council.

A.11 AVOIDING CONFLICTS OF INTEREST

In order to avoid conflicts of interest and the appearance of impropriety, the following restrictions on participation in Council deliberations and voting shall apply to certain members of the Council:

- A. Faculty, staff, and student members of the Council (whether employed as employees or as independent contractors) shall not participate in Closed Session (as defined in subparagraph (C) below) deliberations or votes relating to the compensation, evaluation, or discipline of any individual paid staff member, including independent contractor staff members, unless the particular staff member is supervised (directly or indirectly) by that Council member or invited to participate in the Closed Session at the express invitation of the Council;
- B. Council members shall not participate in open meeting or Closed Session deliberations or votes relating to (i) the hiring, compensation, evaluation, or discipline of (A) himself or herself; (B) any relative of the Council member; or (ii) any transaction between PAPA and any Related Entity (as such term is defined in Section A.22);

- C. As used in this Section A.21, “Closed Session” shall mean any portion of a Governing Council meeting which is properly closed to the public in accordance with the provisions of the state Open Meetings Act.

A.12 COUNCIL ORGANIZATIONAL MEETING

The Council will hold its annual organizational meeting during the first regular Council meeting in July, unless no incumbent officers remain on the Council at the time a new Council takes office. In this instance, the Council will hold its annual organizational meeting during the first regular Council meeting after the new Council assumes office. The offices of the Council to be elected include President, Vice-President, and Secretary.

A.13 COUNCIL COMMITTEES

The Council may establish standing committees, which may consist of Council members and non-Council members. Committee assignments and chairmanships will be determined by action of the entire Council, provided that at least one Council member shall serve on each committee. The time and place of all Committee meetings shall be announced to the Council. All Council members may attend any committee meeting. The Council has established the following standing committees: an Executive Committee, a Finance Committee, a Long Range Planning Committee, an Arts Committee and a Policy Committee. The function of the standing committees, other than the Executive Committee, will be fact-finding, deliberative, and advisory, rather than legislative or administrative. Committee recommendations will be made directly to the Council, which alone may take action. The responsibility of each committee shall be planned by the committee or directed by state/federal regulations and will be reflected in a memorandum approved by the Council and filed with these policies.

The Executive Committee will include volunteers of the Council (one must be the Council President), the Executive Director, and the Business Assistant. The Executive Committee shall have authority to make decisions which (i) are, in the judgment of the Executive Director and/or at least three (2) members of the Executive Committee, required to be made before the next regular meeting of the Council; or (ii) are delegated to the Executive Committee by the Council. The Executive Committee shall also work with the Executive Director to set the agenda for Council meetings.

The Finance Committee will include the Council President, one other Council member, a community member (not on the council), the Business Manager, and the Executive Director. The task is to review financials for the month prior to the Governing Council meeting.

The Long-Range Planning Committee will consist of volunteers from the Council, community, and faculty. The object is to set goals for improvements in facility and arts/academic programs.

The Arts Committee will include the Performing Arts Director and volunteers from the Council, community, and faculty. The objective is to set goals for promoting the arts.

The Policy Committee will be facilitated by the Executive Director. It will include volunteers

from the Council, community, and faculty. The objective is to continually review policy and make policy recommendations to the Governing Council.

The Student Council President (both high school and middle school) is invited to serve on any committee.

The Council may appoint ad hoc advisory committees when and as determined to be necessary or advisable by the Council. Ultimate authority to make decisions will continue to reside in the Council.

All committees shall keep written minutes of their meetings, and shall periodically present written reports to the Council containing committee recommendations.

PROCEDURE A.13-1 EXECUTIVE COMMITTEE PROCEDURES

If the Executive Director, or any Council member, desires to refer a matter to Executive Committee decision because he or she believes a decision must be made before the next regular Council meeting, the Executive Director or Council member shall contact each Executive Committee member by local telephone, and, if the Committee member has an email and/or local fax number, by email and/or fax. No decision shall be made by the Executive Committee without the approval of at least three (3) members thereof, and no decision shall be made by the Executive Committee unless an effort has first been made to contact all members of the Executive Committee. If a member of the Committee is not available for consultation within 2 hours after the first contact (or such shorter time as is appropriate in the context of an emergency), the decision of the other members of the Committee shall be binding, provided it is approved by at least three (3) members. The Executive Committee shall report the facts and reasons for such emergency decision at the next meeting of the Council.

Non-emergency decisions delegated to the Executive Committee by the Council shall be made by majority vote at a meeting of the Executive Committee held at a time and place established upon at least 48 hours notice to all members of the Executive Committee, provided that shorter notice is acceptable if all members of the Committee are present at the meeting.

A.14 COUNCIL MEETINGS

Meetings of the Council will be held regularly, except during school holidays that fall on a regularly scheduled meeting date. The Council will establish the calendar of regular meetings for each Council year at the first Council meeting in July. The date or time of the regular monthly meeting may be changed by action of the Council, provided that notice of the change has been properly published as required by the Open Meetings Act and a good faith effort has been made to inform the PAPA community. Council meetings will be held on school premises, or such other location as may be determined by the Council.

A special Council meeting may be called by the Council President, or by a quorum of Council

members. Advance notice of a special meeting will be given to all Council members in accordance with the Open Meetings Act (NMSA 1978, Section 10-15-1).

A.15 COUNCIL AGENDA

Council agendas are set by the Executive Committee and the Executive Director. A request from any other Council member that an item be included on the agenda must be submitted to the Executive Director at least 48 hours prior to the meeting. A written request by non-Council members that an item be included on the agenda must be filed with the Executive Director at least seven (7) calendar days before the meeting. Such requests must include, in writing, all statements and materials the person anticipates presenting. The Executive Director shall provide a copy of the agenda to each Council member at least 24 hours prior to the meeting.

A.16 COUNCIL AND COMMITTEE DELIBERATIONS

All Council members shall work collaboratively with each other, with the sole goal of achieving PAPA's educational mission. The Council has been constituted so as to include a broad spectrum of experience and perspectives, and every Council member shall be afforded the opportunity to express his or her opinion, in a professional manner, about matters before the Council. Council members shall refrain from non-constructive or personality-based comments that do not advance PAPA's mission. Because the Council makes decisions as a deliberative body, it is expected that, except in extraordinary circumstances, Council members will voice their opinions to other Council members about Council matters in the context of Council and/or committee meetings, rather than in private communications among Council members.

Council members shall be expected to keep confidential any deliberations or discussions that take place in the closed session meetings. It is expected that Council members will raise concerns or share information about closed session meetings within the context of Council and/or other committee meetings with other members of the Council and appropriate staff members only. Until such decisions are ready for public comment, such information will not be shared with the PAPA community at large.

A.17 ADDRESSING THE COUNCIL

An individual may speak during the Open Forum after identifying themselves by signing in with the Council Secretary and being recognized by the President, or in his or her absence, the Vice President or acting chair, of the Council. All presentations should be brief and each individual speaking on an agenda item should limit his or her remarks to three (3) minutes. The Open Forum in regular Council meetings will be limited to a total of 10 minutes. People speaking at the Open Forum may present information to the Governing Council, but the Open Forum will include no Council actions or discussions. Individuals who wish to speak for longer than three minutes or who require Council discussion or action must use the procedure in A.15 to be placed on the Council agenda. Complaints about individual employees will not be heard at Council meetings.

A.18 COUNCIL MINUTES

A record of all actions of the Council will be set forth in the official minutes of the Council. The minutes will be kept on file as the permanent official records of PAPA. Recordings of all open meetings will be on file for one year. The Council will maintain a separate handbook of resolutions passed by the Council. The Council will also maintain an indexed record of action.

A.18.1 PROCEDURE: COUNCIL MINUTES AND RECORDS

The Executive Director, or administrative staff to whom the Executive Director shall delegate such responsibility, shall take the minutes of all Council meetings, and provide a written copy thereof for approval at the next Council meeting. The Executive Director shall also supervise the handbook of resolutions passed by the Council and the indexed record of action.

A.19 QUARTERLY COMMUNITY MEETINGS

PAPA is a community endeavor, and its success depends upon the active participation of students, parents, employees, Council members, and interested citizens from the community at large. To facilitate this process, the Council will sponsor a community meeting to discuss matters of interest to the PAPA community. The meeting will be scheduled quarterly, thirty (30) minutes before a regular Governing Council meeting. The meeting will be advertised through the regular meeting agenda and school web site.

A.20 SUSPENDING OR REVOKING POLICIES AND PROCEDURES

Any policies of the Council, not specifically prescribed by applicable law or the charter, may be suspended or revoked by a majority vote of the Council. The Executive Director may, in case of emergency, suspend any parts of policies and procedures as they pertain to the administration of the school, provided that the Executive Director first attempts to obtain Executive Committee approval for such suspension, unless the emergency is such that the Executive Director must act immediately. The Executive Director will report the facts and reasons for such suspension at the next meeting of the Council, and the suspension will expire at the time of said report unless continued in effect by the Council.

A.21 POLICY ADOPTION

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Council. Proposals regarding policies may only originate with a Council member, Executive Director, or the Policy Committee. Staff members, students, civic groups, parents or other interested citizens may request that a Council member or the Executive Director sponsor a proposed policy.

The Council will adhere to the following procedure in considering and adopting policy proposals to ensure that such proposals are thoroughly examined before final action: The Policy Committee will draft and review new policies or revisions to existing policies. After such review, the Policy Committee will make such proposed policies available for public

comment by staff members, students, civic groups, parents or other interested citizens, for a period of at least ten (10) days, and notice of such proposed policies shall be included in PAPA's newsletter or web site and posted in a prominent location at the school. Upon request, the Executive Director shall make copies of the proposed policies available to interested parties. Comments on the proposed policies must be submitted in writing to the Executive Director by the deadline specified by the Policy Committee. Following such public comment period, the Policy Committee shall consider any comments received and determine whether changes to the initial draft policies should be recommended. After such consideration by the Policy Committee, and adoption of any recommended changes, the Policy Committee shall present to the Council for consideration its final recommended policies or revisions.

The Policy Committee shall also submit to the Governing Council a summary of all comments submitted. The public comment process shall apply to all policies proposed by the Policy Committee after the date this amended policy is adopted by the Governing Council.