

**SAINT LUKE CATHOLIC CHURCH  
SCHOOL COMMISSION**

**STANDING RULES**  
(Revision Date: May 5, 2015)

**Article I: Members**

*Section 1:* Each member of the Commission shall be a practicing Catholic of at least eighteen years of age who is registered in Saint Luke Catholic Church.

*Section 2:* Members of the Commission should have a strong commitment to the mission of Saint Luke Catholic School.

*Section 3:* Members are expected to attend all scheduled Commission and committee meetings and to participate in committee work. A member who has three unexcused absences from Commission meetings may be asked to resign by the President and the Pastor.

*Section 4:* All vacancies must be filled consistent with Article III of the Bylaws, specifying the make-up of the membership of the School Commission.

**Article II: Voting Rights**

*Section 1:* Each member that is elected or appointed to the Commission shall have a right to vote.

*Section 2:* The Pastor and the Principal of the Saint Luke School are ex-officio, non-voting members of the Commission.

*Section 3:* The Parish Pastoral Council Education Liaison and the PTO Representative are ex-officio, non-voting members of the Commission.

*Section 4:* After a motion is discussed, the President puts the motion in question for a vote. Another Commission member will second the motion.

*Section 5:* Voting on a motion will be by voice and/or show of hands unless a paper ballot is requested by a voting member.

*Section 6:* The President of the Commission can vote under the following circumstances: to break a tie, to make a tie, or if a paper ballot is requested by any voting member.

*Section 7:* A motion regarding an increase in tuition or fees for school families must first be discussed by the Executive Committee, then added to the Commission's monthly meeting agenda, and finally discussed by the Commission at its next meeting. A vote

may only be taken at the next Commission meeting following the Commission meeting where the motion was presented.

**Article III: Election/Appointment of the Members of the School Commission**

*Section 1:* The Commission shall establish an election that will provide for the election/appointment of Commission members consistent with the make-up of the Commission required in Article III of the Bylaws.

*Section 2:* The election of the members of the Commission shall take place on the last weekend in April unless otherwise approved by the Commission.

*Section 3:* The appointment of Commission members by the Pastor shall take place during the month of May in each year.

*Section 4:* In order to provide for staggered terms, the Commission shall be divided into three classes. Class One shall be made up of three (3) elected candidates and one (1) appointment. Class Two shall be made up of two (2) elected candidates and one (1) appointment. Class Three shall be made up of three (3) elected candidates and one (1) appointment. All three classes shall total to eleven (11) members of the Saint Luke School Commission.

**Article IV: Officers**

*Section 1:* Election of the President, Vice-President, Secretary, and Treasurer shall be held at the June meeting of the Commission. New Commission members shall not be entitled to vote for these officers.

*Section 2:* A formal installation of the elected officers and new Commission members shall be held at the June meeting of the Commission.

**Article V: Executive Committee**

*Section 1:* The Executive Committee shall meet approximately two weeks prior to the regular Commission meeting to prepare the Commission agenda. The agenda, minutes, and written committee reports will be available to Commission members within one week of the regularly scheduled Commission meeting. The Secretary shall be responsible for sending this packet of information as well as written notice of Commission meetings to the Commission members. The packet must be sent via email at least five (5) days prior to the regularly scheduled meeting.

**Article VI: Standing Committees**

*Section 1:* Standing and Special Committees shall be established by the action and approval of the Commission.

**Article VII: Meetings**

*Section 1:* Meetings shall be held as prescribed in the Bylaws.

*Section 2:* All meetings shall be open meetings unless designated as being Executive Sessions. In order for the Commission to go into an Executive Session, a motion for Executive Session must be made by a member, seconded, and approved by the Commission.

*Section 3:* Non-members wishing to address the Commission shall be permitted to do so during the time reserved for such purpose, if any, on the agenda published for each regular Commission meeting. Non-members may also request to address the Commission if such request has been approved for the agenda in advance of the meeting. Such requests must be addressed and delivered to the President of the Commission and approved at the Executive Committee meeting prior to the Commission meeting.

**Article VIII: Order of Business**

*Section 1:* The order of business shall be determined by the Executive Committee.

**Article IX: Parliamentary Authority**

*Section 1:* Robert's Rules of Order (latest edition) shall be the parliamentary authority. Should the Commission deem it necessary, the President may appoint a parliamentarian for one year.

**Article X: Amending Standing Rules**

*Section 1:* The Standing Rules of the School Commission may be amended by a two-thirds vote of the Commission voting members and ratification by the Pastor. Commission members must receive written notice about standing rules amendments one month before the vote to amend.