

# Guidance for LSICs: Bylaws and Meeting Procedures



Per WVBE Policy 2322, Section 10.7e, each Local School Improvement Council (LSIC) may adopt a set of bylaws or meeting procedures that are consistent with state and local policy and W. Va. Code. These are individual to each LSIC and should be designed to support members in conducting effective meetings. In developing bylaws or meeting procedures, members may consider using the suggested content:

- Statement of Purpose
  - Election and Roles of Members and Chair
  - Membership Responsibilities
    - Attendance
    - Productive Engagement
  - Meeting Guidelines
    - Courtesies and Norms
    - Robert's Rules of Order
    - Seating Patterns and Meeting Place
  - Procedures for Goal Setting and Progress Monitoring
  - Agendas
    - Creation
    - Publication and Distribution
  - Minutes
    - Recording
    - Publication and Distribution
    - Supports Next Agenda
  - Reports
    - Creation
    - Publication and Distribution
  - Committees
    - Purpose
    - Membership
  - Procedure for Amending Bylaws
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