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WVBE Policy 2322, Section 11.4.d requires each Local School Improvement Council (LSIC) to adopt a set of bylaws or meeting procedures. 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 the following:

-  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
 -  Publication
 -  Distribution
 -  Reports
 -  Committees
 -  Purpose
 -  Membership
 -  Procedure for Amending Bylaws
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