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voting process, abstentions will be counted as negative votes. If there is still a tie vote, the vote will be retaken at the next meeting of the Operational Group. If the tie still persists, then the proposal will fail.

e. Meetings

- i. The Operational Board shall set meeting times and dates. All meetings will be open to the general Polaris K-12 School community, and all discussions at these meetings will include everyone present. The privilege of the floor does not constitute the right to vote. A majority of Advisories constitutes a quorum.

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a. Operational Group Meetings

i. Attend Operational Group meetings

ii. Rotate as Operational Group Meeting Facilitator

1. Compile and write weekly meeting agenda
2. Communicate in advance with individuals and groups on the agenda
3. Obtain administrative approval on the agenda and provide copies
4. Call to order, lead, and adjourn meeting
5. Assure there is a board member to record minutes
6. Review meeting minutes with recorder for accuracy
7. Distribute weekly minutes to staff and students

b. Communications

i. Operate as a communications liaison in the Polaris Community

ii. Operate as general communications to the student body on behalf of Operational Group

iii. Use the communication tools available in the school to inform and garner enthusiasm

- a. Attend all Operational Group meetings.
- b. Communicate regularly with the board members to learn what the job entails and assist with those duties.
- c. Act as Operational Group Meeting Facilitator or Meeting Recorder during at least one Operational Group meeting each semester.
- d. Assist the Operational Board in their assorted duties.

- a. Attend all Student Advisory Board, Operational Group, and Advisory Board meetings
- b. Report to Operational Group and Advisory Board as needed.
- c. Gather the concerns and opinions of the students.
- d. Fulfill all Student Advisory