

# **School Council By-Laws**

## ***Paris Elementary School 2016-17 (amended 4/24/17)***

### **ARTICLE I. PURPOSE**

To provide the council with a set of operational guidelines with which to function effectively

### **ARTICLE II. MISSION**

The mission of the Paris Elementary School Council is to set school policy and make decisions that will provide an environment to improve student achievement, and which will enable the teachers to impact the educational process.

### **ARTICLE III. MEMBERSHIP**

#### **A. COMPOSITION**

1. The school council shall consist of the principal, three teacher members, and two parent members. The principal shall serve as the chairperson.
2. If the school's total minority enrollment reaches 8 percent or more minority students enrolled as of the preceding October 1, and there was no minority elected in the initial elections, a special election shall be conducted by the principal to elect a minority parent to serve on the school council.
3. In the event a special election is needed, the teachers shall elect a minority teacher from the school's staff. If there are no minority teachers on staff at the school, the teachers shall elect a non-minority teacher to represent the interests of the minority students in the school.
4. If there is a minority teacher on staff and he or she does not wish to serve on the council, the seat shall remain vacant until filled by a minority teacher.
5. Paris Elementary School council membership shall be as follows:
  6. Principal (chairperson)
  7. 3 teachers
  8. 2 parents
  9. 1 minority parent (if required)
  10. 1 minority teacher (if required)

## B. REQUIREMENTS FOR MEMBERSHIP

1. All Members: No one may serve on the school council who has a business interest in the school as designated by KRS 45A.340. New members (those with less than one year of service) must complete six (6) hours of training from a Kentucky Department of Education endorsed trainer. Experienced members (those with more than one year of service) must complete three (3) hours of training from a Kentucky Department of Education endorsed training provider each year, or can meet their training requirement by participating in the new council member training for 3 hours. In the event the council must select a principal, the council is required by law to obtain training in the recruitment and interviewing prior to beginning the principal selection process.
  - New council members will receive the required training.
  - Experienced council members will choose the type of training needed, or can be trained for 3 hours with new council members.
  - The council will prepare a written request for training, and the board will fund required training, as needed.
2. Teacher Members: Teacher council members must possess certification required for their position as a basis for employment in Kentucky public schools. Itinerant teachers may nominate, serve, and vote in our school. Counselors may serve as teacher council members. Principals or assistant principals may not serve as teacher council members, nor vote in teacher elections.
3. Parent Members:. The legal definition of parent (KRS 160.345 1.c.) allows biological parents, stepparents, foster parents, or persons who have court ordered legal custody to be nominated or to vote. According to the law, parents who are nominated or who wish to vote must have a child “pre-registered to attend” the school for next year. If a child will become a Kindergartener and will attend our school next year, the parents of that child would be eligible to be nominated, or vote, in the election for next year’s school council. Parents of 5<sup>th</sup> graders who are exiting our school may nominate, but cannot vote, for candidates unless they have a younger child that attends or will be attending PES next year.

Parent council members cannot be employed in, or be related to, someone who is employed in the school or in the district administrative offices. An Attorney General's Opinion [OAG 90-102] says that "relative" as used in this section should have the same definition found in KRS 160.180 and KRS 160.380 that applies to school boards. This means that a parent who is a "*father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law*" of someone who works at the school or in the district administrative offices could not be a parent council member. Parent members cannot be a board member or a board member’s spouse, nor can they have a business interest in the school.

## C. ELECTIONS

1. Parent Members: Parents conduct their own elections as per KRS 160.345. Annual elections shall be conducted each May by the school’s largest parent organization that is formed for the purpose of electing two parent council members. Parent elections may be by plurality vote (two parents with the highest number of votes), unless the parent organization requires a majority vote. A representative of the parent organization shall notify the principal, in writing, of the two parents elected within 24 hours of the final vote, and shall deliver all election materials to the principal the next business day after the election.
2. Teacher Members: Teachers conduct their own elections as per KRS 160.345. Annual elections shall be conducted each May for the purpose of electing three teacher council members. Teacher members must be elected by a simple majority (one half plus one) of the number of teachers assigned to the school. The process that teachers may use to elect their representatives should address the following areas:

- Nomination,
  - Preparation of Ballot,
  - Elections,
  - Absentee Ballots,
  - Procedures after First Round Ballots,
  - Delivery of election materials to the principal the next business day after the election.
3. Term Limits: School council members can serve an unlimited number of terms as long as they continue to meet the eligibility requirements.

#### **D. REMOVAL OF MEMBERS**

1. According to KRS 156.132, the commissioner of education may recommend removal of a school council member whom he has reason to believe is guilty of immorality, misconduct in office, incompetence, willful neglect of duty, or nonfeasance.
2. A member of a school council may be removed from the council for cause, after an opportunity for hearing before the local board, by a vote of 4/5 of the membership of the board of education after the recommendation of the commissioner of education pursuant to KRS 156.132. Written notices setting out the charges for removal shall be spread on the minutes of the board and given to the member of the school council. KRS 160.347

#### **E. FILLING VACANCIES**

If a member of the council resigns or is removed from office, another member shall be elected in a special election held not more than one month after the vacancy occurs. The person elected in the special election shall serve the remainder of the term until July 1, and be eligible for re-election.

#### **F. TERMS OF OFFICE**

The terms of parent and teacher members shall begin on July 1 and end on June 30. Between the date of the elections and July 1, members-elect are expected to attend all council meetings.

### **ARTICLE IV. DUTIES OF OFFICERS AND COUNCIL MEMBERS**

#### **A. ELECTION OF OFFICERS**

1. Officers shall include Chair, Vice Chair, and Secretary.
2. The vice chair of the school council shall be elected each July by council members and shall serve for one year. Re-election is permitted.
3. Except for the office of secretary, if a vice chair resigns his or her position, the council shall conduct a vote at that meeting to fill the position with another council member.
4. A motion to seek an alternative model allowing a council member other than the principal to serve as chair may be made by any council member at any regular meeting. A majority vote of the full council is required before an alternative model can be sought by the school council. A faculty vote must then be conducted, and the motion must pass by 2/3 in order to proceed with the model.

## **B. CHAIR**

The principal shall be the chairperson of the school council. Duties of the chair include:

1. Conducting school council meetings,
2. Organizing and maintaining council records (maintaining minutes of meetings and forwarding a copy to the superintendent after approval of the minutes by the council),
3. Stating when a consensus is present for the record,
4. Coordinating standing and ad hoc committees and monitoring committee progress,
5. Carrying out any additional responsibilities as stated in these by-laws,
6. Maintaining a file of all correspondence addressed to the school council (these records may only be discarded after having been brought to two council meetings), and
7. Other duties as described in these by-laws.

## **C. VICE-CHAIR**

Duties of the vice-chair shall include:

1. Presiding over council meetings in the absence of the chair, and
2. Work with superintendent or superintendent designee to coordinate meetings necessary for the principal hiring process to take place.

## **D. SECRETARY**

A council secretary shall be appointed by the principal to keep minutes of all council meetings and to maintain council records.

## **E. COUNCIL MEMBERS**

Duties of council members include:

1. Knowing and adhering to the mission, vision, and goals of Paris Elementary School,
2. Attending all council meetings, both regular and special,
3. Encouraging and requesting opinions from their constituencies,
4. Supporting, promoting, and communicating council decisions, and
5. Seeking information independently, and as needed, about issues brought before the school council, and bringing that information to the council.

## **ARTICLE V. COMMITTEES**

### **A. PURPOSE**

1. Standing and ad hoc committees are established to gain input from all stakeholders, including certified and classified staff, parents, students, and community members.
2. Standing and ad hoc committees shall serve as a council resource for gathering data and information, and making recommendations to the school council.

### **B. APPOINTMENT OF COMMITTEES**

1. Standing and ad hoc committees are formed and dissolved by the school council as needed.
2. Standing committees can be dissolved only through the process of amending by-laws.

### **C. MEMBERSHIP & ELECTION OF CHAIR**

1. All certified staff may participate in the shared decision making process at Paris Elementary School by serving on committees in their areas of interest.
2. Each committee shall consist of representatives from the faculty, support staff, and parents.
3. Committee membership is open to all interested persons, including school district staff, students, parents and community residents.
4. Committee membership will be determined by advertising in the school newsletter for parents and teachers shall be appointed by the principal to ensure a broad range of teacher grade level and subject specific representation. A written list shall be made by August 10th. Parents or community members who volunteer to serve on a particular committee shall be considered appointed to the committee.
5. Committee membership shall be limited to 15 persons, at the discretion of the school council.
6. A vice chairperson and secretary will be selected for each committee by the principal from their membership, no later than August 15<sup>th</sup>. They shall serve a one year term and are eligible to be considered again.

### **D. DECISION MAKING**

Committee decisions shall be made by consensus. In the event that consensus is not possible, a majority of the committee may decide that an issue shall be decided by majority vote.

### **E. DUTIES**

1. Committees shall carry out tasks assigned to them by the school council.
2. Committees may decide to bring issues of concern or interest to the school council.
3. Committees may research issues, gather school-wide input, or prepare first and revised drafts of school council policies.

### **F. MEETINGS**

1. Each committee shall choose the time, place, agenda, and schedule for their meetings.

2. Committees must comply with all provisions of the Open Meetings and Open Records laws.
3. Committees will follow the record keeping procedures used by the school council. All committee meeting minutes should be forwarded to the principal within (7) days of the committee meeting, and the principal will maintain records of the minutes.

## G. STANDING COMMITTEES

Standing committees for Paris Elementary School shall include:

- Reading/Writing
  - Math/Technology
  - Science/Social Studies
  - Health
  - Arts/Humanities
1. Continued need for standing committees will be reviewed and confirmed by the school council each August at the regularly scheduled meeting.
  2. A list of standing committees, a brief description of their purpose, and a list of each committee's membership shall be contained in Appendix A of this document.

# ARTICLE VI. SCHEDULE OF MEETINGS

## A. REGULAR MEETINGS

1. The regular monthly meeting of the Paris Elementary School Council shall be the **fourth Monday** of every month, unless that Monday is a holiday and in such case it will be held the day upon return to school. Council meetings shall be open to the public. Meetings will begin at **4:00 p.m.** and end by **5:15 p.m.** Meetings shall not exceed **75 minutes**. If all items on the agenda have not been adequately discussed after 75 minutes, the council may decide by motion, second and majority vote to extend the length of the meeting or to place the remaining agenda items on the next month's agenda or on the agenda for a special meeting.
2. The regular monthly meetings will be held at Paris Elementary School in the library.
3. The principal shall provide local news media notification of the council's meeting time and agenda at least one week in advance of each regular meeting.
4. The principal shall notify the public and teachers by notice, posted on the bulletin board by the library, at least three days in advance of the meeting and advertise it in the monthly school newsletter.

## B. SPECIAL MEETINGS

1. If the council needs to meet between regular meetings, or if the regular meeting is rescheduled, the chairperson or a majority of the school council members may call a special meeting. The following steps must be completed by the chairperson when a special meeting is called:

- Written Notice Contents: The chairperson shall prepare and sign a written notice that states the date, time, and place of the special meeting and the agenda for each meeting. Only the items on the agenda may be discussed.
  - Delivery of Notice: The chairperson shall arrange for the notice to be delivered to each council member, and to any media organization that has requested notice of council meetings. The delivery can be by hand, FAX machine, or mail or email. The meeting notice must be received by the members at least twenty-four hours prior to the time of the meeting.
  - Posting of Notice: The notice for the special meeting shall be posted by the chairperson on the bulletin board by the school library at least 24 hours prior to the time of the meeting.
2. In addition to these requirements, the principal shall announce to teachers the time and the reason for the special called meeting during announcements at least 24 hours prior to the meeting.

## **ARTICLE VII. CONDUCT OF MEETINGS**

### **A. QUORUM**

A quorum of the school council shall be a majority of the council members. No council business shall be discussed or conducted unless a quorum of council members is present.

### **B. ATTENDANCE AT MEETINGS**

Council meetings are open to the public and all interested persons can attend, except for those portions that are conducted as closed session.

### **C. CLOSED SESSIONS**

Definition: A closed session is a portion of a regular or special meeting of the council during which the council members meet in private. The council may meet in closed session for the following reasons:  
to discuss proposed or pending litigation by or against a council member [KRS 61.810(1)(c)]; or  
to discuss candidates for a principal vacancy or conduct consultation in filling other vacancies [KRS 61.810(1)(f)].

Before a closed session can be conducted, the following steps must be taken:

1. Announcement Contents: An announcement of the general nature of the subject to be discussed and the specific section of the law that allows the conduct of the closed session must be announced in the open meeting and recorded in council minutes.
2. Motion: The motion to go into closed session must be made, passed by a majority of council members present, and recorded in council minutes.
3. Closed Session: During the closed session, only the business stated in the announcement can be discussed, and no action may be taken. No minutes are to be taken in closed session. If the council secretary is not a council member, the secretary shall not enter the closed session. Details discussed in closed session shall not be discussed outside the closed session.
4. Decision: After full discussion of the issue in closed session, the council must return to open session where it may take any official action on the matter. Any actions taken must be recorded in council minutes.

### **D. MATERIALS PRESENT AT COUNCIL MEETINGS**

1. The chairperson shall bring:
  - The folder containing all items submitted for inclusion on the agenda,
  - The folder containing all correspondence addressed to the council that he or she has received,
  - Monthly financial report from the central office, and
  - Updated SBDM Technical Assistance Materials from the KDE web page.
2. The council secretary shall bring the binder that he or she uses to maintain copies of the council's by-laws, policies, annual budget, monthly spending reports, and minutes.
3. All council members shall bring their binders containing copies of the council's by-laws, policies, and school improvement plan.

#### **E. AGENDA**

1. Anyone may submit items for inclusion on the agenda to the chairperson/principal in writing by the Monday prior to a regularly scheduled council meeting. The principal shall maintain a complete file of these items.
2. The chairperson shall prepare an agenda for each council meeting, including items submitted in writing for inclusion by the public, staff, parents, other council members, and other items he or she believes should be on the agenda. The chairperson may declare an item received as not within school council authority.
3. Each agenda shall include the following items:
  - Item 1: Setting of the final agenda for the current meeting,
  - Item 2: Review and approval of previous meeting minutes,
  - Item 3: An opportunity during the course of the meeting for school or community persons to address the school council, and
  - Item 4: Committee Reports to the School Council.
4. At a special called meeting, only the items listed on the notice of meeting can be discussed and no new items can be introduced for discussion or inclusion on the agenda.

#### **F. DISCUSSION OF AGENDA ITEMS**

1. The school council shall discuss each agenda item before a decision is made. Each council member shall be given an opportunity to express his or her opinion on the item.
2. Other persons attending the meeting may be recognized by the chairperson and may address the council as the chair calls upon them to speak. If a significant number of persons wishes to contribute to the discussion on a particular item, the chair may require a sign-in sheet, and set limits on the number of persons who will speak to the issue, and a time limit for each.
3. Any agenda item may be referred to a standing or ad hoc committee for further study as deemed necessary by the council.

#### **G. DECISION MAKING PROCESS**



1. Unless otherwise specified by these by-laws, the school council shall use parliamentary procedures as specified by Robert's Rules of Order (Newly Revised, 10<sup>th</sup> Edition).
2. All business and decisions of the school council will relate to the schools mission and purpose to improve the instructional program and/or further the goals in the school's improvement plan.
3. No proposed policy may be approved by the school council at the same meeting at which it was initially proposed for study.
4. All decisions and policies officially adopted by the Paris Elementary School Council will be reported to the Board of Education and superintendent through submission of approved council minutes to the SBDM district coordinator.
5. The school council will make decisions by consensus except as otherwise designated in the by-laws using the following guidelines:
  - A motion and a second are made,
  - After discussion of an item, the chair or any member may state the consensus of the group in one or two sentences,
  - The chair will ask whether any member disagrees with that statement,
  - If all members agree, the decision will be recorded as a unanimous decision in the council minutes, and
  - If a member disagrees, the discussion will continue until a suggestion of consensus is made that draws no disagreement, or until the third suggestion of consensus fails.

#### **H. ALTERNATIVE TO CONSENSUS**

When a third suggestion of consensus fails, the council may by majority vote determine to:

1. Vote to send the issue back to a committee,
2. Form an ad hoc committee to study the issue further (the motion on this vote shall include a regular meeting date when the council will hear from the committee), or
3. Decide the issue by majority vote of the council.

#### **I. CRITERIA FOR MAJORITY VOTE**

A majority vote of the council shall be taken after consensus fails three times if the issue meets the following criteria:

1. The issue involves the selection of a new principal: the council shall vote and the candidate receiving the majority shall be selected,
2. The issue involves the number of persons to be employed in each job classification, the textbooks to be purchased, or the budget for or purchase of student support services,
3. The issue is whether to continue to meet for longer than 90 minutes,
4. The federal or state government or the district board of education has set a deadline by which the school council must make a final decision and that deadline will occur before the next regular council meeting, and

5. The members of the council cannot agree by consensus to decide the issue at a special meeting and a majority of the council members wish to decide the issue by a majority vote. When the above exceptions do not apply and consensus cannot be reached, the issue may be placed on the agenda for the next regular meeting or special meeting and the decision may be made at that meeting by majority vote of the council. When voting, any abstention is counted with the majority vote.

## **ARTICLE VIII. MINUTES AND OTHER COUNCIL RECORDS**

### **A. MINUTES KEPT AND APPROVED**

1. Minutes shall be kept, by the designee, at each council/committee meeting.
2. The minutes shall reflect an accurate record of actions and votes taken at a council meeting. Minutes shall show the words of the motion or suggestion of consensus, and the majority vote or unanimous support.
3. If the action taken was the adoption of a policy, the entire text of the policy shall be attached to the copy of the minutes kept on file in the main office for public inspection and filed in the council's policy manual.
4. The minutes of the school council shall not be official until they are reviewed and approved by the council. The minutes shall be open to public inspection immediately after they are approved.
5. The principal will forward an official copy of the minutes to the superintendent and SBDM District Coordinator, and keep an official copy on file in the school.
6. A copy of the official minutes will be posted on the bulletin board by the school library by the secretary.

### **B. COUNCIL RECORDS AVAILABLE FOR PUBLIC INSPECTION**

The following are official documents that must be kept on file for public inspection in the main office:

1. School Council Minutes and Agendas,
2. Committee Minutes and Agendas,
3. Improvement Plan (including Targets for Gap Reduction),
4. School Council Policies and By-Laws,
5. School Council Budget Documents not in the School Plan,
6. School Council and Committee Membership Lists, and
7. Official correspondence.

### **C. REQUESTS FOR COUNCIL RECORDS**

1. Requests for council records must be made in writing to the principal. Requests must include specific documents and dates.
2. The fee for copying of council records may be ten (10) cents per copy unless the request is for the School Improvement Plan document.
3. The fee for a copy of the School Improvement Plan document shall be the school's cost for one copy, as per printing records.

4. Council By-Laws, Policies and the School Improvement Plan shall be posted on the school's web page, and can be accessed by the public at not cost.
5. The requested records must be provided to the person making the request within three (3) business days (The attorney general ruled in 01-ORD-94 (May 2001) that the only days that are excluded are legal holidays and weekends. As a result, the fact that a school may be closed over the winter holidays or spring break and no one is in the office does not prevent the clock from running on the three-day response requirement.)
6. The school council secretary shall make or provide copies of requested documents at the principal or chairperson's request.
7. School council records will be available for inspection during the hours the school's office is open (est. 8:00 a.m. – 3:30 p.m.)
8. The principal shall make the final determination regarding which records not listed above are available for inspection and all matters in regards to open records requests not covered in this policy, in compliance with local board policy, state guidelines and requirements.

## **ARTICLE IX. APPEALS**

### **BOARD POLICY**

A copy of the local board of education's approved process for Appeals of Council Decisions is attached in Appendix B.

## **ARTICLE X. AMENDMENTS**

### **A. AMENDMENTS TO COUNCIL BY-LAWS**

These by-laws may be amended after a first and second reading at two consecutive council meetings by majority vote of the school council.

### **B. AMENDMENTS TO COUNCIL POLICIES**

Policy will be reviewed at least annually or more often if needed. The council may amend policy following the decision making process outlined in this document.

## **APPENDIX A**

### **Paris Elementary School Acting Committees**

For the 2016-17 school year, Paris Elementary School will have the following five committees. Their purpose will be to (1) plan specific content related experiences, (2) collect and organize evidence for a program review, (3) make policy recommendations to the council, (4) help develop the CSIP and complete a mid-year impact check, and (5) plan a staff outing or potluck type of event for staff. Minutes will

be submitted monthly to the SBDM council. Every effort will be made to get a parent representative on each committee. (The PTO is not a school "committee" and will not report to the SBDM each month.)

**\*= chair and \*\*= secretary, \*\*\*= program review team leader**

**1.RD/WR Committee and WR Program Review Team**

**Crawford\*, Drury\*\*, Damron\*\*\*, Kirby,**

- Spelling Bees
- Read Across America Week
- Writing Folders
- KPREP Pep Rally
- Outing/Potluck theme- Oct.
- WR Program Review
- Review WR curriculum

**2. Arts/Humanities Committee and A/H Program Review Team**

**Beasley\*, Crain\*\*, J. Morris\*\*\*, Bond**

- KPREP Awards' Day (in spring)
- Talent Show
- Organize and display Art Walk art
- Outing/Potluck theme- Feb.
- A/H Program Review
- Review A/H curriculum

**3. MA/Tech. Committee and Primary Program Review Team**

**Brooks\*, Arvay\*\*, Gissing\*\*\*, Jones**

- Back to School Open House Night
- Math Family Night (2)
- Math Bees
- Outing/Potluck – Nov.
- Primary Program Review

**4. SC/SS Committee and World Language Program Review Team**

**Laborda\*, Lenhart\*\*, Sowder\*\*\*, T. Yazell**

- Veteran's Day Assembly
- Organize/ensure PBL experiences at each grade (2) one each semester
- Historical Figures Projects and display at Hopewell Museum
- Outing/Potluck theme- March
- World Lang/Global Competency Program Review
- Review of World Language Curriculum

**5. Health Committee and Program Review Team**

**Dean of Students\*, Sturgeon\*\*, Earlywine\*\*\*, H. Yazell**

- Field Day (1/2 day?)
- Let's Move
- Red Ribbon/Anti-bullying Awareness Week
- Career Fair
- Outing/Potluck theme- Jan.
- PL/CS Program Reviews
- Review of PL/CS Curriculum

**PTO Teacher Representatives and additional World Language Program Review Team members**

**L. Morris, Waugh, Norris, Roby**

- Fundraisers
- T-shirt orders
- Carnival
- Order Tech Resources
- Santa pics
- Santa Shop
- Teacher Appreciation
- COSI or other performance

**Office will plan for the Christmas breakfasts, staff Christmas dinner, and Outing/Potluck theme- Aug./Sept.**

**APPENDIX B**

ADMINISTRATION

02.42411

**Appeal of Decisions**

**ELIGIBILITY PROCESS**

Any resident of the District or a parent, student or employee of the school may appeal council decisions. Appealing a decision made by a school council shall include the following procedure:

1. An appeal must be filed within ten (10) working days following a council decision.
2. An appeal on a decision made by a school council must first be reviewed by the school council, which shall make a timely response to the appealing party.
3. If the matter is not satisfactorily resolved by the council, the appeal may then be submitted in writing to the Superintendent.
4. If, within ten (10) calendar days, the matter is not satisfactorily resolved by the Superintendent, the appealing party may, within twenty (20) calendar days, appeal to the Board. The Board shall afford the affected parties an opportunity to be heard within thirty (30) calendar days of the appeal to the Board.
5. The Board shall issue a final written decision on the appeal with its rationale no later than sixty (60) calendar days from the date of the presentation to the Board.
6. At any point in the process the Board may direct a review and report on the issues, but shall not extend its decision beyond sixty (60) calendar days from the date of the presentation to the Board without the agreement of the affected parties.

**BASIS FOR REVIEW**

The Board will determine whether the issue on appeal falls within the authority granted to the council by [KRS 160.345](#).

Actions that fall within the statutory authority of the council will be reviewed on appeal based on whether the council action raises liability and/or health and safety concerns, exceeds budgetary limitations, conflicts with contractual obligations, or was otherwise unlawful under state or federal law.

Actions that fall within the authority of the Board will be reviewed on appeal based on whether the council action lacks educational merit, is inconsistent with District goals, violates District policy, exceeds the authority of the council, raises liability and/or health and safety concerns, exceeds budgetary limitations, conflicts with contractual obligations, or is otherwise unlawful under state or federal law.

**BOARD ACTION**

When the appeal issue falls within statutory council authority, the Board shall either (1) affirm the council decision or (2) refer the appeal back to the council with documentation of its concerns and suggestions.

When the appeal issue falls within the authority of the Board to decide, the Board shall either (1) uphold the council decision or (2) reverse any council action found to violate any of the review standards.

**REFERENCE:**

[KRS 160.345](#)

Adopted/Amended: 7/18/2016

Order #: 873