

# School Site Council Training

Irvine Unified School District

## Session #3 Bylaws, Agendas and Conducting Meetings

### SLIDE 3 – EFFECTIVE SCHOOL SITE COUNCILS

#### **BYLAWS:**

- Are not required by law.
- Can serve as a guide for the Council's actions.
- Can provide guidance for the selection/election of members.

#### **Best Practice:**

Establish a Bylaws Committee to annually review and bring recommendations for changes to the council or have SSC members review bylaws at the first meeting.

#### **AGENDAS:**

- Must be posted in a public place 72 hours prior to the meeting.
- Include the date, time, location, and agenda items for public comment.
- Post agendas on school website.

#### **Best practice:**

Have all meeting times, dates, location posted at beginning of year on schools website with the words "Open to the Public" on all agendas.

#### **CONDUCTING THE MEETING:**

- Provide a sign-in sheet for attendees.
- Provide copies of the agenda and all materials to SSC members and the public. It can be posted in a school office or online.
- Notify council alternates and general public attendees that they may not vote and do not count toward a quorum.
- Follow the contents of the posted agenda.
- Use an agreed upon procedure for conducting business. What is your process for the meeting?
- Provide opportunities for all members to discuss items on the agenda.

#### **THE BROWN ACT:**

- **The council cannot act on any item that was not included on the posted agenda.**
- **Exception: If an action is needed and was not known at the time the agenda was posted, the SSC may, by unanimous vote, add the item on the agenda for action.**
- **Questions and brief statements for clarification may be made as long as there is no impact on students or staff.**
- **If these procedures are violated, upon demand of any person, the council must reconsider the item at its next meeting, after allowing for public comment on the item.**

#### **MINUTES:**

- **Minutes should include a brief description of all discussion items.**
- **Use explicit language for approval items, including vote counts.**
- **Maintain minutes of the meeting for three years**

#### **EFFECTIVE SCHOOL SITE COUNCILS...**

- **Improve student achievement for all students.**
- **Listen**
- **Collaborate**
- **Share leadership**
- **Problem solve**
- **Communicate**
- **Are creative**
- **Allow for all members and the public to freely and respectfully express their opinions**
- **Ask questions**

Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.



- Andrew Carnegie

RESOURCES:

<http://www.robertsrules.org/>