

SAMPLE ELEMENTARY SCHOOL
SCHOOL SITE COUNCIL BYLAWS
Revised 11-28-07

ARTICLE I
Name of Council

The name of this council shall be the Sample Elementary School Site Council.

ARTICLE II
Role of Council

The Sample Elementary School Action Plan for Student Achievement, including a budget shall be developed and recommended by the School Site Council. The School Site Council, following approval of the school's Action Plan for Student Achievement by the school district governing board, shall have ongoing responsibility to review with the principal and teachers the implementation of the Action Plan and to assess periodically the effectiveness of such a plan. Modifications or any improvements to the plan or budget shall be developed, recommended, and approved or disapproved in the same manner. The council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

ARTICLE III
Members

Section 1 – Size and Composition

The School Site Council shall be composed of 10 members.

The needs and resources of the school improvement program require that membership include broad representation of parents and staff, including all socioeconomic and ethnic groups represented in the school attendance area. Representation on the council shall be; the principal, representatives of teachers selected by teachers at the school, and parents of pupils attending the school selected by such parents. Membership may also include other school personnel selected by other school personnel at the school. The council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) parents.

Classroom teachers shall constitute the majority of those persons representing school staff.

Council members representing parents and/or community members may be employees of the school district but may not serve as a parent representative at the site of employment.

Section 2 – Term of Office

All members of the council shall serve for a two-year term. However, in order to achieve staggered membership, one-half, or the nearest approximation thereof, of the members representing parents or community members and one-half, or the nearest approximation thereof,

of the members representing teachers and other school personnel (except the principal), shall serve for a one-year term only during the first year of the council's existence. After the first year of the council's existence, all terms shall be two years in length. At the first regular meeting of the council, a chance method shall be used to determine which members shall serve one-year terms. All two year members must be re-elected if he/she is considering maintaining membership on the School Site Council.

Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. The elected alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted.

Section 4 – Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meets the membership requirements under which he or she was selected; e.g., a parent becomes employed by the district. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive meetings. The council, by affirmative vote of two-thirds of all of the members, can suspend or expel a member.

Section 5 – Transfer of Membership

Membership in the School Site Council is not transferable or assignable.

Section 6 – Resignation

Any member may resign by filing a written resignation with the School Site Council.

Section 7 – Vacancy

Any vacancy on the council may be filled for the remainder of the school year by one of the following procedures: election by the appropriate representative group; an appointment by the remaining members of the peer group; or, seating of a previously elected alternate to fill the remainder of the term.

ARTICLE IV Officers

Section 1 – Officers

The officers of the School Site Council shall be a chairperson, vice-chairperson, secretary, and such other officers as the council may deem desirable.

Section 2 – Election and Term of Office

The officers of the School Site Council shall be elected annually and shall serve for one year or until each successor has been elected.

Section 3 – Removal

Any officer may be removed by a two-thirds vote of all members sitting on the School Site Council whenever, in the judgment of the council, the best interests of the council would be served thereby.

Section 4 – Vacancy

A vacancy in any office shall, by special election, be filled by the School Site Council for the unexpired portion of the term.

Section 5 – Chairperson

The chairperson shall preside at all meetings of the School Site Council and may sign all letters reports, and other communications of the School Site council. The chairperson shall follow Roberts Rules of Order when presiding over the meetings. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the School Site Council from time to time.

Section 6 – Vice-Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his/her absence, and the vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the School Site Council.

Section 7 – Secretary

The secretary shall keep the minutes of the meetings of the School Site Council and shall promptly transmit to each of the members. The secretary shall see that all notices are duly given in accordance with the provisions of these bylaws (post the agendas and approved minutes in a public location 72 hours in advance of the meeting; be the custodian of the School Site Council records; keep a register of the address, email addresses, and phone numbers of each member of the School Site Council which shall be furnished to the secretary by such members, and, in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the School Site Council.

ARTICLE V

Meetings of the School Site Council

Section 1 – Regular Meetings

The School Site Council shall meet at least 5 times during the current school year.

Section 2 – Special Meetings

Special meetings may be called by the chairperson or by majority vote of the School Site Council.

Section 3 – Place of Meetings

The School Site Council shall hold its regular monthly meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

Section 4 – Notice of Meetings

Public notice shall be given of regular meetings at least 72 hours in advance of the meeting. Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing; shall state the day, hour, and location of the meetings; and shall be delivered either personally or by mail to each member not less than 72 hours or more than two weeks prior to the date of such meeting.

Section 5 – Decisions of the School Site Council

All decisions of the School Site Council shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance.

Section 6 – Quorum

The presence of 51 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the School Site Council. No decision of the School Site Council shall be valid unless a majority of the members then holding office concur therein by their votes.

Section 7 – Conduct of Meetings

All regular and special meetings of the School Site Council shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

Section 8 – Meetings Open to the Public

All regular and special meetings of the School Site Council shall be open at all times to the public.