

# **BYLAWS FOR THE SCHOOL SITE COUNCIL**

## **ARTICLE I**

### Name of Council

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

## **Article II**

### Role of Council

The school improvement plan shall be developed and recommended by the school site council. The school site council, following approval of a school improvement plan by the school district governing board, shall have an ongoing responsibility to review with the principal, teachers, other school personnel, and pupils the implementation of the school improvement program and to assess periodically the effectiveness of such program. Modifications of any improvement to the plan 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 – Composition

The needs and resources of the school improvement program require the staff members include board representation of parents, students, and staff, including socioeconomic and ethnic groups represented in the school attendance area. The minimum standards for representation on the council shall be the principal and representatives of teachers selected by teachers at the school, other school personnel selected by other school personnel at the school, parents of pupils attending the school selected by such parents, and in secondary schools, pupils selected by pupils attending the school.

At the elementary level, the council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel and (b) parents or other community members selected by parents.

At the secondary level, the council shall be constituted to ensure parity between (a) the principal, classroom teachers and other school personnel and (b) equal numbers of parents and pupils.

At both the elementary and secondary levels, classroom teachers shall comprise the majority of those persons representing the school staff, council members representing parents, other community members, or pupils shall not be employees of the school district.

#### Section 2 – Membership

The membership of this committee shall not exceed 10 members at the elementary level and 10 or 12 at the junior high level and 12 at the high school level. Membership in the school site council is not transferable or assignable. No person shall serve on more than one school site council in the Madera Unified School District at any one time.

#### Section 3 – Resignations

Resignations will be accepted only upon written notice to the Principal and/or chairperson.

#### Section 4 – Term of Office

All members of the council shall serve for a two-year term. However, in order to achieve staggered membership, one-half of 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-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. At the conclusion of a member's term at least one year shall elapse before such member may be elected to a new term.

#### Section 5 – 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 meet the membership requirements under which they were selected.

#### Section 6 – 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. Neither absentee ballots nor alternates will be permitted.

#### Section 7 – Vacancy

Any vacancy on the council shall be filled for the remainder of the term by appointment as agreed upon by the chairperson and the principal.

### **ARTICLE IV**

#### Section 1 – Officers

The officers of the school site council shall be a chairperson, vice-chairperson, and secretary.

#### Section 2 – Election and Term of Office

The officers of the school site council shall be elected annually and shall serve for one year.

#### 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 because of death, resignation, removal, disqualification, or otherwise 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, along with the principal, sign

all letters, reports and other communications of the school site council.

#### Section 6 – Vice-Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in the assigned duties and to substitute for the chairperson during his or 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, both regular and special, of the governing board and shall promptly transmit to the principal for signature and then to each of the members, to the school district, and to such other persons as the school site council may deem, true and correct copies of the minutes of such meetings; see that all notices are duly given in accordance with the provisions of the bylaws; be custodian of the school site council records; keep a register of the address and telephone number of each of the school site council, which shall be furnished to the secretary by such member; 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**

#### Committees

##### Section 1 – Special Committees

The school site council may from time to time establish and abolish such special committees as determined necessary by 2/3 vote of the school site council.

### **Article VI**

#### Meetings of the School Site Council

##### Section 1 - Regular Meeting

School site council shall meet at least 4 times during the school year. Dates and times are to be determined by the members of the council. The first meeting shall be held before Nov. 1.

##### Section 2 - Special Meetings

Special meetings may be called by the principal or by 2/3's vote of the school site council.

##### Section 3 - Place of Meetings

The school site council shall hold its regular 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

Notice of regular meetings shall be posted at the school site at least 72 hours in advance of the meetings. Notices must specify date, time, and place of the meeting, and must contain an agenda describing the actions to be taken by the committee or matters that will be discussed. Council members shall be notified in advance of any

special meeting changes in established date, time, or location.

#### 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. If a quorum is not present at a regularly scheduled meeting, the meeting may be held only for the dispensing of information on the established agenda.

#### 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 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 - Agenda Items

Items may be placed on the agenda by the action of the council at regular and/or special meetings by submitting an item in writing to the principal two weeks before the regular meeting. Informational items may be discussed and items not having a significant effect on students or staff may be acted upon even if not listed on the agenda.

#### CHANGES IN THE BROWN ACT (SB 355)

In lieu of applications of the Brown Act, the rules changes apply for these committees:

1. School site school improvement program (SIP) parent advisory committees.
2. District and school site American Indian advisory committees.
3. District and school site bilingual advisory committees.
4. School site councils.
5. Compensatory education school site advisory committees.

(Note: No exemption is provided for district-based advisory committees.)

6. Migrant education advisory committees.

In lieu of application of the Brown Act, the following rules apply to these parent advisory committees:

1. Meetings must be open to the public.
2. Any member of the public is allowed to address the committee on any matter within the committee's jurisdiction.

3. Notices of meetings must be posted at the school site, or other appropriate places, at least 72 hours before the meeting.
4. Notices must specify the date, time, and place of the meeting, and must contain an agenda describing the actions to be taken by the committee or matters that will be discussed.
5. The committee may not take action on any item not the agenda unless the committee determines, by a unanimous vote, that there is a need to take immediate action and that the need for action came to the committee's attention after the posting of the agenda.
6. Informational items may be discussed and items not having a significant effect on students or staff may be acted upon even if not listed on the agenda.
7. If a committee violates this law, upon demand, the committee must reconsider the issue at its next meeting after allowing public input.