

**Madera Unified School District  
1902 Howard Road  
MADERA, CA 93637**

**School Site Council Bylaws**  
Martin Luther King Jr. Middle School  
601 Lilly Street  
Madera, CA 93638

Martin Luther King Jr. Middle School

## BYLAWS FOR THE SCHOOL SITE COUNCIL

### **Article I**

Martin Luther King Jr. Middle School

The name of this council shall be the Martin Luther King Jr. Middle School Site Council.

### **Article II**

Role of Council

The school improvement plan, including a budget, 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 a program. Modifications of any improvement 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 needs and resources of the school improvement program require that membership include a broad representation of parents, students, and staff, including all socioeconomic and ethnic groups represented in the school attendance area. Representation on the council shall be the principal or designee, three representatives of teachers selected by other teachers at the school, one other school personnel selected by other school personnel at the school, three parents of the pupils attending the school. The council shall be constituted to ensure parity between a) the principal (1), classroom teachers (3), and other school personnel (1); and (b) the equal number of

parents and pupils.

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. Student representation on the SSC will come from the MLK Student Leadership Team. Elections will be held each school year in accordance with the by-laws of this student council. SSC members will be selected among the elected members of the MLK Student Leadership Team. Parent and community participants of the SSC shall be called for during the Annual Title 1 meeting and through automated phone messages. If the number of parents nominated is greater than the number of parent positions, an election will be held.

#### Section 2 - Alternatives

Nominees for School Site Council that are not selected by their constituent groups may serve as alternatives in the absence of the selected member. Two alternates will be named by the chairperson for the teacher alternates, one for the other staff person, two for the students, and two for the parents. Alternates are to be notified by the selected representative when their services are needed and will assume full rights and privileges of the selected member when serving in that capacity.

#### Section 3 - Term of Office

All members of the council shall serve for a two-year term. When no other nominees are available, the term limit shall not be enforced.

#### Section 4 - 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 5 - Termination of Membership

Each 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 months. The council, by an affirmative vote of two-thirds of all the members, can suspend or expel a member.

#### Section 6 - Transfer of Membership

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

#### Section 7 - Resignation

Any member may resign by filing a written resignation with the local school district governing board.

#### Section 8 - Vacancy

Any vacancy on the council shall be filled for the remainder of the school year by appointment

by the chairperson. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection process.

## **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 Officer

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 interest 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 sign all letters, reports, and other communications for the School Site Council. 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 or her absence, the vice-chairperson shall perform such other duties as from time to time that 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 School Site Council and shall promptly transmit 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 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 - Standing and Special Committees

The School Site Council may from time to time establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the School Site Council.

### Section 2 - Membership

Unless otherwise determined by the School Site Council in its decision to establish a committee, the chairperson of the School Site Council shall appoint members to the various committees.

### Section 3 - Term of Office

Each member of a committee shall continue as such for the term of his or her appointment and until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as member thereof.

### Section 4 - Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the School Site Council or with policies of the governing board.

### Section 5 - Quorum

Unless otherwise provided in the decision of 7 of 12 elected officials the School Site Council designating a committee, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

### Section 6 - Vacancy

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

## **Article VI** Meetings of the School Site Council

### Section 1 - Regular Meetings

The School Site Council shall meet a minimum of 4 times during the school year. Date and times are to be determined by the School Site Council members.

### Section 2 - Special Meetings

Special meetings may be called by the chairperson or Principal

### Section 3 - Place of Meetings

The School Site Council shall hold its regular and 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 notices 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 meeting; and shall be delivered either personally or by mail to each member not less than 48 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 (ie. 7 of 12 elected officials) 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. A quorum of the Mountain Vista High School Site Council shall be seven members in attendance.

### 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 meetings of the School Site Council and of its standing or special committees shall be open at all times to the public.