

# Lincoln Elementary School Site Council Bylaws

## Role of the Council:

- ❖ Develop, implement and evaluate the effectiveness of the Single Plan for Student Achievement (SPSA) and Budget.
- ❖ Modify improvements and budget allocations as needed.
- ❖ Other duties as assigned by the Education Code of the State of California.

## Members:

- ❖ The Council shall be compiled of ten members.
  - 1 principal or designee
  - 4 staff (majority classroom teachers)
  - 5 parents
- ❖ Parents elected by parents; staff elected by staff.
- ❖ All members shall serve two-year terms.
- ❖ Membership ceases if no longer a resident of the area or becomes employed by the school district. District employees qualify as staff member for membership purposes.
- ❖ Term Limits: 2 years
- ❖ Replacement of members shall be appointed by the Council. Alternates may be considered as replacements as may other participants in the SSC meetings.
- ❖ Membership will terminate if a member misses three consecutive meetings.
- ❖ Resignation shall be completed in writing and handed to chairperson.
- ❖ Members shall represent other committees or categorical funding categories in the school.

## Voting Rights:

- ❖ Members may vote when a quorum is present.
- ❖ Absentee ballots or phone ballot shall be used only in an emergency if a quorum is not met.
- ❖ Approval of motions will be made by a majority of members in attendance.

## Officers:

- ❖ Officers will be elected annually if current officer is unable to continue.
- ❖ Officers will include a chairperson, vice chairperson and secretary.
- ❖ Officers can be removed by a 2/3 vote of the Council when it is deemed necessary.

- ❖ The chairperson will preside at all meetings and other duties incident to the office.
- ❖ The vice-chairperson shall preside in the absence of the chairperson.
- ❖ The secretary shall take minutes of the meeting and transmit them to members and other duties incident to the office.

**Committees:**

- ❖ Meetings will be held regularly, at least every other month, or monthly if needed. Preference to time and day of the week will be set each year with the election of new members.
- ❖ Special meeting may be called by majority vote with a 72 hour notice.
- ❖ Meetings will be held at school.
- ❖ Notice of meetings will be at least 72 hours.