

School Site Council Bylaws
Madera South High School
2021-2022

Article I
Duties of the School Site Council

The School Site Council of Madera South High School (MSHS), hereinafter referred to as the Council or SSC, is required under state law to serve as the school community representative body for determining the focus of the school's academic instructional program and all its related categorical resources. The School Site Council has responsibility for the following duties:

- Analyze and evaluate the academic achievement of all students in the school.
- Obtain recommendations from school site advisory, standing and special committees regarding the focus of the School's School Plan for Student Achievement.
- Develop and approve the school plan and all related proposed expenditures in accordance with all state and federal laws and regulations.
- Recommend the school plan, including related budget expenditures, to the local governing board.
- Provide ongoing monitoring of the implementation of the plan and budgets/expenditures.
- Revise the school plan, including expenditures, timelines and evaluation criteria, as needed.
- Participate in all local, state and federal reviews of the school's program for compliance and quality.
- Annually evaluate the effectiveness of the school's progress toward meeting school goals to raise student achievement for all students.
- Encourage broad representation of parents, community members, teachers and students, if appropriate, including all socioeconomic, ethnic and programmatic groups represented in the school in leadership roles and in the activities of the School Site Council.
- Carry out all other duties assigned to the council by the district governing board and by state or federal law.

Annually, the School Site Council votes to determine whether the school will participate in the School-based Coordination Program. As a part of this vote, the School Site Council will identify those programs that the school chooses to coordinate .

Annually, each School Site Council shall convene a professional development committee, composed of a majority of teachers, to determine the professional development activities included within the School Plan for Student Achievement

Article II Members

Section A: Composition

The MSHS School Site Council shall be composed of at least 12 members and up to two alternates for each classification, elected by their peers, as follows:

- The school principal shall be an ex-officio member of the Council.
- 3 certificated classroom teachers
- 1 other school staff members
- 3 parents or community members
 - Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.
- 3 students of the school.
- Council member-alternates are elected during the regular election process of SSC members. They are elected as first and second runners-up to the winning candidate by ballot results.
 - Alternate duties: Member-alternates are strongly encouraged to attend all meetings and will participate on the council with voting rights only when serving on behalf of an elected member of the same classification who is absent from a meeting.

Section B: Term of Office

Council members shall be elected for 2 year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the council, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights

Each member (*or alternate-member serving for an absent elected member*) is entitled to one vote and may cast that vote on any matter submitted to a vote of the Council. Absentee ballots shall not be permitted.

Section D: Termination of Membership

The Council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Those members who miss three (3) consecutive meetings or a total of four (4) in one (1) year will be terminated from the Council. Any elected member may terminate his or her membership by submitting a written letter of resignation to the Council Chairperson.

Section E: Transfer of Membership

Membership on the Council may not be assigned or transferred.

Section F: Vacancy

Any Vacancy on the Council occurring during the term of a duly elected member shall be filled by

1. Their alternate-member with a motion of majority approval by the council.
2. A regular election.

Section G: Council Spokesperson

No individual council member may speak on behalf of the school site council. In the event that the council will need to address the district, public or media, the council shall direct the principal or chairman to do so following a majority vote.

Article III Officers

Section A: Officers

The officers of the Council shall be a chairperson, vice-chairperson, secretary and other officers the Council may deem desirable. A Member-alternate can not serve in an officer position.

The chairperson shall:

- Sign all letters, reports and other communications of the Council.
- Perform all duties incident to the office of the chairperson.

The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his or her absence.

The secretary shall:

- Keep minutes of all regular and special meetings of the Council.
- Promptly transmit true and correct copies of the minutes of such meetings to members of the Council and to the following other persons: District Project Director and Associate Superintendent for Curriculum and Instruction.
- Provide all notices in accordance with these bylaws.
- Serve as custodian of the records of the Council.
- Maintain a register of the names, addresses, email addresses, and telephone numbers of each member of the Council.
- Maintain a record of the term of office for each SSC member.
- Maintain a register of the names, addresses, email addresses, and telephone numbers of the chairpersons of other school advisory and subcommittee members.
- Perform all duties incident to the office of secretary.
- Perform such duties that are assigned by the chairperson or the Council.
- Draft positions or plans for Council review.

Section B: Election and Terms of Office

The officers shall be elected annually, by a vote of the representative constituency, and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers

Any officer may be removed from their office by two-thirds vote of all the members.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the Council, for the remaining portion of the term of office.

Article IV Committees

Section A: Sub-committees

The Council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the Council. At least one member representing teachers, one member representing students and one member representing parents shall make up the subcommittee. No sub-committee may exercise the authority of the Council.

Section B: Other Standing and Special Committees

The Council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the Council. No such committee may exercise the authority of the Council.

Section C: Membership

Unless otherwise determined by the Council, the Council chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson of the Council.

Section D: Terms of Office

The Council shall determine the terms of office for members of a committee. This term should be communicated to the committee members at the beginning of their assignment.

Section E: Rules

Each Committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the Council, or policies of the district governing board.

Section F: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the Council. The act of a majority of the members shall be the act of the committee, provided a quorum is in attendance at the time of the vote.

Article V Meetings of the Council

Section A: Meetings

The Council shall meet regularly throughout the school year. Special meetings of the Council may be called by the chairperson or by a majority vote of the Council.

Section B: Place of Meetings

The Council shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the Council.

Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: on the bulletin board of the school front office, at the district office and on the school website.

All required notices shall be delivered to Council and committee members no less than 72 hours and no more than 31 days in advance of the meeting. Notices may be delivered personally, by phone, by mail, or by e-mail.

Section D: Quorum

The act of a majority of the members present shall be the act of the Council, provided a quorum is in attendance and no decision may otherwise be attributed to the Council. A majority of the members (*50% of members plus one*) of the Council shall constitute a quorum.

Section E: Conduct of Meetings

Meetings of the Council shall be conducted in accordance with rules of order established by the Education Code Section 3147(c), MSHS meeting principles and with Robert's Rules of Order or an adaptation thereof approved by the Council.

Section F: Meetings Open to the Public

All meetings of the Council, and of committees established by the Council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

Article VI Amendments

An amendment of these by-laws may be made at any regular meeting of the Council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to Council members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.