

Fletcher Elementary School Site Council Bylaws

2018-2019

ARTICLE I Name of Council

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

ARTICLE II Role of Council

The school plan shall be developed and recommended by the School Site Council. The School Site Council, following approval of the school plan by the school district governing board, shall have ongoing responsibility to review with the principal, teachers, other school personnel and pupils. Modifications or any improvement to the plan shall be developed, and approved or disapproved in the same manner. The council shall carry out all other duties and responsibilities assigned to it through the Education Code of the state of California.

ARTICLE III Members

Section 1 – Composition

The needs and resources of the School-Based Coordinated require that the staff membership 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, teachers selected by teachers at the school, other school personnel selected by other school personnel at the school, parents of pupils attending school selected by such parents.

At the elementary level, the council shall be constituted to ensure balance between (a) the principal, classroom teacher, and other

school personnel and (b) parents or other community members selected parent.

At both the elementary and secondary levels, classroom teachers shall comprise the majority of those persons representing school staff.

Council members representing parents, other community members, or pupils shall not be employees of the school district.

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 teachers and other school personnel (except the principal) shall serve for 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.

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. A vote for each item requiring shall be cast and counted. Ample time for discussion will be allotted before a final vote is taken.

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 they were 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.

Section 5 – Transfer of Membership

Membership in the school site is not transferable or assignable.

Section 6 – Resignation

Any member may resign by filling a written resignation with the chairperson of the site council.

Section 7 – 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 the co-chair persons, secretary, and such other officers as the council may deem desirable.

Section 2 – Election and Terms 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 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 – Co-Chairpersons

The co-chairpersons shall preside at all meetings of the school site council and may sign letters, reports, and other communications of the school site council. In addition, the chairpersons 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 – Secretary

The secretary shall record the minutes of the meetings, both regular and special, of the governing board and shall promptly transmit to each of the members, to the school district, and to such persons as the school site council may deem, true and correct copies of the minutes for such meeting; see that all notices are duly given in accordance with the provisions of these bylaws: be custodian of the school site council records; keep a register of the address and telephone number of each member 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 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 members shall cease to qualify as a member thereof.

Section 4 – Rules

Each committee may adopt rules for its own government not inconsistent with the 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 the school site council designating a committee, a majority of the committee shall constitute 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

School site council shall meet no less than 8 times a 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, 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 72 hours 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.

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 appropriate adaptation thereof.

Section 8 – Meetings Open to the Public

All regular and special meetings of the school site council and of its standing or special committees shall be open at all times to the public.

Section 9 – Annual approval of Bylaws

The Bylaws will be presented to the current committee at Fletcher Elementary at the first meeting of the school year. The annual approval of these Bylaws will take place at the second meeting of the school year.