

Robert Louis Stevenson School Site Council By-Laws

Burbank, California

2017-2018

**ARTICLE I**

**SECTION 1:** **NAME OF COUNCIL**

The name of this council shall be the Robert Louis Stevenson School Site Council.

**ARTICLE II**

**OBJECTIVES**

**SECTION 1:** **ROLE OF COUNCIL**

- \*Analyzing and evaluating the academic achievement of all students in the school;
- \*Participating in all local, state and federal reviews of the school's program for compliance and quality;
- \*Conducting an annual evaluation of the effectiveness of the school's progress toward meeting school goals to raise student achievement for all students;
- \*Encouraging 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; and
- \*Carrying out all other duties assigned to the council by the district governing board and by state or federal law.

**ARTICLE III**

**MEMBERS**

**SECTION 1:**

The school site council shall be composed of 10 members. The needs and resources of the school improvement program require that membership include broad representation of parents, 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 the teachers selected by teachers at the school, other school personnel selected by school personnel at the school, parent of pupils attending the school selected by such parents.

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 on other community members selected by parents.

Classroom teachers shall comprise the majority of those persons representing school staff.

Council members representing parents, and/or other community members may be employees of the school district, but may not serve as a parent representative at the site of employment.

SECTION II:

TERM OF OFFICE

All members of the council serve for a two-year term. In order to achieve staggered membership, one-half, or the nearest approximation, of the members representing parents or community members and one-half, or the nearest approximation, of the members representing teachers and other school personnel(except the principal) shall serve for a 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 year 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.

No member shall serve more than two consecutive terms. Four months or more of service shall constitute a full term. At least one year shall elapse before a former member may be reappointed or reelected to a new term. However, if the list of eligible parent members includes an insufficient number of new parents or parents who have not been voting members of the School Site Council for a year, that requirement may be waived. Representatives of the school staff are exempted from these restrictions. The designated alternate will serve a 2 year term the following year should they choose.

SECTION III:

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. Absentees' ballots shall not be permitted.

SECTION IV:

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 requirement under which they were selected, e.g. a parent becomes employed by the district. The council, by affirmative vote or two-thirds of all of the members, can suspend or expel a member.

SECTION V:

TRANSFER OF MEMBERSHIP

Membership in the school site council is not transferable or assignable.

SECTION VI:

RESIGNATION

Any member may resign by filing a written resignation with the School Site Council Chairperson.

SECTION VII

VACANCY

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

**ARTICLE IV**

SECTION I:

OFFICERS

The officers of the school site council shall be a chairperson, vice chairperson, secretary, parliamentarian, and such other officers as the council may deem desirable.

SECTION II:

ELECTION AND TERM OF OFFICE

The officers of the School Site Council shall be elected annually by the School Site Council and shall serve for one year or until each successor has been elected.

SECTION III: REMOVAL

An officer may be removed by a two-thirds vote by all members sitting on School Site Council whenever, in the judgment of the council, the best interest of the council would be served thereby.

SECTION IV: VACANCY

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall be the alternate or by special election, be filled by the school site council for the unexpired portion of the term.

SECTION V: CHAIRPERSON

The chairperson shall preside at all of the School Site Council meetings and may sign all letters, reports, and other communications of the school site council. In addition, the chairperson shall perform all duties incident to the office of chairperson and other such duties as may be prescribed by the School Site Council from time to time.

SECTION VI: 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, and the vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or the School Site Council.

SECTION VII: SECRETARY

The secretary shall keep the minutes of the meetings, both regular and special, of the School Site Council and shall promptly transmit to the School Administrator true and correct copies of the minutes of such meetings; keep a register of the email addresses and the telephone numbers of each member of the council which shall be furnished to the secretary by each 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 council.

PARLIAMENTARIAN

Assist the chairperson in maintaining order at all meetings. Be familiar with the By-Laws of the committee, rules of parliamentary procedure, and Robert's Rules of Order.

SECTION VIII: SCHOOL ADMINISTRATOR

The school Administrator shall be the custodian of the council's records; shall transmit to the members copies of the minutes of meetings; see the notice for meetings are sent out to the school community and see that the school community is regularly and fully informed of the action of the School Site Council.

## **ARTICLE V**

### SECTION I:

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 II: 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 III: 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 a member thereof.

### SECTION IV: 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 V: QUORUM

Unless otherwise provided in the decision of 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 meeting at which a quorum is present shall be the act of the committee.

### SECTION VI: VACANCY

A vacancy in the membership of the committee may be filled by an appointment made in the same manner as provided in the case of the original appointment. The designated alternate will serve a 2 year term the following year should they choose.

## **ARTICLE VI**

### **MEETINGS OF THE SCHOOL SITE COUNCIL**

#### SECTION I: REGULAR MEETINGS

School Site Council shall meet a minimum of four times a year.

#### SECTION II: SPECIAL MEETINGS

Special meetings may be called by the chairperson or by majority vote of the School Site Council.

#### SECTION III: 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 persons with disabilities.

#### SECTION IV: NOTICE OF MEETINGS

Public notice shall be given of regular meetings at least 72 hours in advance of 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, by mail or email to each member not less than 72 hours or more than two weeks prior to the date of such meetings.

SECTION V: 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 VI: 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 therein by their votes.

SECTION VII: 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 thereof.

SECTION VIII: MEETINGS OPEN TO THE PUBLIC

All regular and special meetings of the School Site Council and of its standing or special committee shall be open at all times to the public. All those attending may participate freely in any discussions and in place motions before the School Site Council.

**ARTICLE VII**

AMENDMENTS

These by-laws may be amended at any time by a two-thirds affirmative vote by present school site council members only. Any amendments must conform with the State of California Education Guidelines.