

SEQUOIA ELEMENTARY SCHOOL

School Site Council (SSC) Bylaws

Article I:

Duties of the School Site Council

The school site council of Sequoia Elementary School, shall carry out the following duties:

- Obtain recommendations for, and review of the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees
- Develop and approve the plan and related expenditures in accordance with all state and Federal laws and regulations
- Recommend the plan and expenditures to the school board for approval
- Provide ongoing review of the implementation of the plan with the principal, teachers, and other school staff members
- Make modifications to the plan whenever the need arises
- Annually, evaluate the progress made toward school goals to raise the academic achievement of all students
- Carry out all other duties assigned to the council by the district governing board and by State law

Article II Members

Section A: Composition

The council shall be composed of 10 members, selected by their peers, as follows:

- 3 classroom teachers
- 2 other school staff members (which includes the Principal)
- 5 parents or community staff members

The school principal shall be an ex officio member of the council. Unless given special permission, council members chosen to represent parents may not be employees of the school district. In addition, there may be an elected alternate to share representation on the SSC. Such an alternate shall be permitted to vote in place of the elected member during that specific call to order. The DAC representative may be 1 specific member (with an alternate), or there may be alternating DAC representatives with a schedule of attendance provided to the program office for the record.

Section B: Term of Office

Council members shall be elected for a 2 year term. The committee will try to balance “old” and “new” members to offer a balance of experience within the committee.

Section C: Voting Rights

Each member of the council 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. A majority of all members sitting on the council is needed to vote.

Section D: Termination of Membership

The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. A member shall no longer hold membership should he /she cease to be a resident of the area or no longer meets the membership requirements under which they were selected. Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson. Membership can be terminated for any member who misses more than 3 consecutive meetings without prior notification to the chairperson.

Section E: Transfer of Membership

Membership on the council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the council shall be filled for the remainder of the 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 III SSC Elections

The following is the process for holding elections for the regular selection process:

- ~When vacancy exists, SSC Chairperson notifies Principal and SSC committee
- ~SSC Nomination Form is posted in SCHOOL NEWS for interested party/parties to submit nomination(s), usually towards end of school year. SSC members are also informed that nominations are open for said vacancies.
- ~Principal collects nominations and informs SSC of candidates; nominations are screened for compliance qualifications.
- ~If there are more nominees than positions, Principal sends out ballot to appropriate constituents and tallies returned ballots (given 1 week return)
- ~Results given to Chair

Article IV Officers

Section A: Officers

The officers of the council shall be a chairperson, vice-chairperson, and other officers the council may deem desirable.

The chairperson shall:

- Preside at all meetings of the council
- Sign all letters, reports, and other communications of the council
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the council

The co-chairperson shall:

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

The Secretary or other committee member deemed qualified shall:

- Keep minutes of all regular and special meetings of the council
- Transmit true and correct copies of the minutes of such meetings to members of the council
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the council
- Keep a register of the names, addresses, and telephone numbers of each member of the council, the chairpersons of school advisory committees, and others with whom the council has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the council

Section B: Election and Terms of Office

The officers shall be elected annually, at the 1st or 2nd meeting of the council, 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 a 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 V Committees

Section A: Sub-committees

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

Section C: Terms of Office

The council shall determine the terms of office for members of a committee.

Section D: Rules

Each sub-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 E: Quorum

A majority (51% or greater) of the members of the committee shall constitute a quorum, unless otherwise determined by the council. The act of a majority of the members present shall be the act of

the committee, provided a quorum is present.

Section F: 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 Council

Section A: Meetings

The council shall meet regularly on the 1st Monday of each month. Meetings shall be conducted at least 6 times during the school year. Special meetings of the council may be called by the chairperson, members of the council or by a majority vote of the council.

Section B: Place of Meetings

The council shall hold its regular meetings at school, at such a facility accessible to the public, including handicapped persons. If 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: bulletin board, marquee and SCHOOL NEWS.

Section D: Quorum

The act of the majority of the members present shall be the act of the council, provided there is a quorum, and no decision may otherwise be attributed to the council. A majority of the members present (51% or greater) shall constitute a quorum.

Section E: Conduct of Meetings

Meetings of the council shall be conducted in accordance with the rules of order established by California Education Code Section 35147 (c) and with ***Robert's Rules of Order*** or an adaptation there of 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 VII

Amendments

An amendment of these bylaws 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 7 days prior to the meeting at which the amendment is to be considered for adoption.

Respectfully submitted by Ryan Kissel

9/6/19
Date Bylaws Adopted