

Mt. Diablo High

Site Council Bylaws

2025-2026



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Mt. Diablo High School  
Site Council  
Bylaws 2015-2016

**Article I**

**Duties of School Site Council**

Section A: Duties

The Mt. Diablo High School Site Council, hereinafter referred to as "the council", shall carry out the following duties:

- Obtain recommendations for, and review of the proposed *Single Plan for Student Achievement* 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 district governing 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.
- Submit the modified plan for governing board approval whenever a material change (as defined in the district governing board policy) is made in planned activities or related expenditures.
- Semi-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.
- Currently, ELAC is operating as a separate body with representation on the council.

## Article II

### Membership

#### Section A: Composition

The council shall be composed of members elected by their peers and shall be constituted to ensure parity between (a) principal, classroom teachers and other school personnel; and (b) equal number of parents, students and community members. State/District policy allows its membership to be no less than 12 and no more than 20. Currently the council has 12 members. The council may vote to enlarge/shrink itself. If the council is enlarged, the parity addressed in this section must be maintained.

- Classroom teachers shall comprise a majority of those persons representing the school staff. An effort shall be made to include teachers from different disciplines and those who work with the four sub-groups (i.e. GATE, ELL, Economically- Disadvantaged, and Special Education students).
- The term "Other School Personnel" shall be interpreted to include such persons as classified (e.g. clerical, instructional assistants, campus supervisors, custodians), support personnel (e.g. librarians, speech-language pathologists, psychologists), and/or administrative personnel (e.g. vice principals, student services coordinators).
- The term "Parents" shall be taken to mean any person who is the parent, caregiver or legal guardian, or one acting *in loco parentis* of a pupil attending this school. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school site. Parents from the four sub-groups (i.e. GATE, ELL, Economically- Disadvantaged, and Special Education student) shall be encouraged to have a representative among the parent members.
- Students from the four sub-groups (i.e. GATE, ELL, Economically - Disadvantaged, and Special Education students) shall be encouraged to have a representative among the student members .
- The term "Community Members" shall be taken to mean any member (or non-parent) of the surrounding community who is not employed at this school site.

## **Article III Nominations/Elections**

### **Section A: Term of Office**

Council members shall be elected to a two-year term. Members will be elected by a peer group ballot and in place by the October meeting, or the earliest possible time thereafter. Half, or the nearest approximation thereof, of each representative group should be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the council of the school year, each member's current term of office shall be recorded in the minutes of the meeting.

### **Section B: Voting Rights**

Each 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. Members may participate in meetings through telecommunication, and may vote during meetings via telecommunication.

### **Section C: Termination of Membership**

A member shall no longer hold membership should that person cease to meet the membership requirements under which that person was elected. Membership may terminate for any member who is absent from all regular meetings of the council for a period of three consecutive months, by an affirmative vote of a quorum of its members. (Exceptions may be granted if the absentee member submits a written statement to the council requesting continuance of their membership.)

Any elected member may terminate their membership by submitting a written letter of resignation to the council chairperson.

### **Section D: Transfer of Membership**

Membership on the council may not be assigned or transferred.

### **Section E: Alternates**

Electing non-voting alternate members, who become voting members in the event of a mid-term vacancy on the council, assures site council continuity.

### **Section F: Vacancy**

Any vacancy on the council occurring during the term of a duly elected member shall be filled by one of the following: Special elections (following regular election procedures); appointment by the council for the period of time until the next regular election; or by the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat.

### **Section G: Voting for site council members**

Voting for site council positions will take place over two (2) days by ballot electronically.

Any ballot where a voter has voted for too many candidates is to be considered invalid.

Any ballot where the voter's intent cannot be reasonably ascertained by the election subcommittee is to be considered invalid.

Invalid ballots are recorded but not counted toward election results.

The elections subcommittee should be composed of members of the council who are not candidates for re-election. If the chair is a candidate for re-election the vice-chair shall oversee the ballot counting. If the vice-chair is also a candidate for re-election another member of the council will be chosen to preside over the counting of the ballots.

### **Section H: Candidacy**

A call for candidates for any open position will be made at least two (2) weeks before the start of elections. Candidates must be nominated using the forms provided by the district. These forms must be made available in the main office for the entire nomination period. Candidate nomination forms must be turned in to the chair or the site council box in the office at least seventy-two (72) hours before the election, for candidates to be listed on the ballot.

## **Article V**

### **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 and one member representing parents shall make up the sub-committee. No subcommittee 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.

#### **Section D: Terms of Office**

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

#### **Section E: Rules**

Each committee may adopt rules for its own government consistent with these bylaws or rules adopted by the council, or policies of the 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 present shall be the act of the committee, provided a quorum is in attendance.

### **Section G: 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**

### **Section A: Meetings**

The council shall meet regularly on the second Tuesday of the month. 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 the school, unless such a facility is not accessible to the public, including handicapped persons. 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 seventy-two (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 at least two of the following venues: school office, gym, cafeteria, website, community center, faculty lounge, library, or school marquee. Posting of the agenda constitutes public notice.

All required notices shall be delivered to council and committee members no less than seventy-two (72) hours in advance of meetings.

### **Section D: Quorum**

A majority of the members of the council shall constitute a quorum.

### **Section E: Decisions of the Council**

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.

### **Section F: Conduct of Meetings**

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

### **Section G: 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**

These bylaws may be amended at any regular meeting by majority vote of the membership. Written notice of the proposed amendment must be submitted to council members at least seventy-two (72) hours prior to the meeting at which the amendment is to be considered for adoption.

The bylaws will be reviewed annually and updated as needed.