



SITE COUNCIL BY-LAWS

MISSION

The mission of the North Point Academy Site Council, heretofore referred to as the Site Council, is to focus decisions, resources, and activities on the improvement of student learning and development. As a model of democratic governance, the Site Council also plays a critical role in ensuring that the public has a meaningful voice in determining the course of public education at the school site level.

ARTICLE 1: SITE COUNCIL DUTIES

The Site Council of North Point Academy shall carry out the following duties:

- Review with relevant parties the School Plan for Student Achievement (SPSA), heretofore referred to as the School Plan, and its overarching purpose to ensure high-quality education and academic achievement for all students.
- Solicit recommendations from all school advisory committees for the School Plan.
- Develop and approve the School Plan and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the School Plan and expenditures to the district governing board for approval.
- Provide ongoing review of the implementation of the School Plan with the principal, teachers, and other school staff members.
- Make modifications to the School Plan whenever the need arises.
- Submit the modified School Plan to the governing board for approval whenever “a material change” in planned activities or related expenditures (as defined in district governing board policy) is made.
- Collect and/or review evidence of, and evaluate the progress made toward meeting, the goals outlined in the School Plan.
- Carry out all other duties assigned to the Site Council by the district governing board and/or state law.

ARTICLE 2: SITE COUNCIL MEMBERS

Section A: Composition

In accordance with ([EC Section 65001\[d\]\[2\]](#)) the Site Council shall be composed of six (6) members as follows:

- One (1) classroom teacher
- One (1) other staff member
- Three (3) parents, students, or community members.(must include at least 1 student)
- One (1) school principal.

In addition, up to one (1) alternate may be elected from each of the three main categories of members: parents, students, and staff members. The purposes of having alternates shall be to (a) increase participation and (b) facilitate membership transitions and the overall continuity of the Council. To these ends, alternates shall be encouraged to attend all meetings and participate in Site Council discussions. They shall not, however, be allowed to vote on Site Council decisions unless they are taking the place of a regular voting member who is absent from the meeting where the vote occurs. Alternates may be appointed by the Site Council Chair to fill a vacancy if one arises between regular Site Council elections. They shall be urged to run for open positions on the Council in regular Site Council elections.

Site Council parent representatives, both regular members and alternates, may be employees of the school district so long as they are not employed at North Point Academy.

Section B: Election of Members

Candidates for Site Council membership shall be identified through a self-nomination process.

Candidates shall stand for election by their respective relevant groups. That is, students shall vote for student representative candidates, parents shall vote for the parent representative candidates, and so on. Voting shall occur through either paper or electronic ballots.

The two parents who receive the highest number of votes shall be named Site Council members. The parent who receives the next highest number of votes shall be named Site Council alternate. The student who receives the highest number of votes shall be named Site Council member. The student who receives the next highest number of votes shall be named Site Council alternate.

Section C: Terms of Membership

Site Council members shall be elected for two-year terms beginning and ending in September. The goal shall be to have approximately half of the members' terms expire in odd years and half in even years so that the entire Site Council does not turn over at the same time.

Any Site Council member may serve consecutive two-year terms. In the case of the principal and staff, it may be necessary for individuals to serve multiple terms.

Section D: Voting Rights

Each of the six (6) members shall be afforded one vote on any issue brought before the Site Council for a vote. Alternate members shall not be permitted to vote unless they are taking the place of one of the regular members.

Section E: Termination of Membership

Any elected member may terminate his or her membership on the Site Council by submitting a written letter of resignation to the Site Council Chair. The Site Council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member.

Section F: Transfer of Membership

Membership on the Site Council may not be transferred or re-assigned except in the case of the principal. If the district governing board assigns a new principal to the school, he/she shall automatically replace the existing principal on the Site Council.

Section G: Vacancy

Any vacancy on the Site Council that occurs during a regular member's elected term shall be filled for the remainder of the school year through an appointment by the Site Council Chair. The Chair shall appoint one of the alternate members to fill the spot for the remainder of the school year when there are active alternate(s) in the appropriate category (that is, a parent alternate to fill a parent spot). The vacated position shall then be filled through the regular election process the following September.

ARTICLE 3: SITE COUNCIL OFFICERS

Section A: List of Officers and Qualifications

Site Council officers shall consist of a Chair, a Vice Chair, and a Secretary. Any regular voting member of the Site Council may fill any of the three positions.

Section B: Selection of Officers and Terms of Office

Officers shall be elected by the members of the Site Council at their first meeting in the fall of the school year. They shall be elected for a one-year term.

Section C: Duties of Officers

The Site Council Chair shall:

- Prepare agendas for Site Council meetings in collaboration with the site Principal.
- Preside at all meetings of the Site Council.
- Sign all letters, reports, and communications of the Site Council.
- Perform all duties of the Chair as outlined in these bylaws.
- Assume other duties as prescribed by the Site Council.

The Site Council Vice Chair shall:

- Support the Chair in all of his/her duties.
- Take over for the Chair in the event of his/her absence.
- Assume other duties as prescribed by the Site Council.

The Site Council Secretary shall:

- Keep written minutes of all Site Council meetings and distribute copies of the same to members and other interested parties.
- Assume other duties as prescribed by the Site Council.

ARTICLE 4: SITE COUNCIL MEETINGS

Section A: Meeting Schedule

Site Council meetings shall be held a minimum of six (6) times per year. The day and hour of each meeting shall be determined by the Site Council members at their first meeting of the school year. An annual meeting schedule shall be published to all relevant parties.

Section B: Meeting Protocol

A reminder about each Site Council meeting shall be published at least three days in advance of the meeting. The business at said meetings shall follow a printed agenda.

All Site Council meetings shall be open to the public. The Chair may call for a closed session during part of the meeting for discussion of those topics that are subject to legally protected confidentiality.

Visitors to Site Council meetings shall be provided with an opportunity to address the Council. However, in doing so, they must adhere to the printed agenda and wait to be recognized by the Chair.

Parliamentary Procedure (Robert's Rules of Order) shall be used as the protocol for conducting business at Site Council meetings.

ARTICLE 5: SITE COUNCIL DECISION-MAKING

Section A: Quorum

Formal Site Council decisions shall only be made at regularly scheduled meetings at which a quorum of members is present. A simple majority, or four (4) members, shall constitute a quorum.

Section B: Decision-Making Model

For all decisions, Site Council members shall strive, through research and discussion, to achieve consensus, defined as an outcome that every member can buy into and support. However, every formal decision shall also be confirmed by a simple majority vote.

Since the Council consists of six (6) voting members, a tie vote is possible. In the case of a tie vote, the Chair shall seek to achieve greater consensus by opening the floor for further discussion and then calling for another vote. In the case that a tie cannot be broken through the voting process, the Chair's vote shall decide the outcome of the issue.