

Reviewed 10/13/2023

## **Gaspar de Portola Middle School School Site Council Bylaws**

### **ARTICLE I**

#### **Name of council**

The name of this council shall be the Gaspar de Portola Middle School Site Council.

### **ARTICLE II**

#### **Role of council**

The school improvement plan, including a budget, shall be developed and recommended by the School Site Council. The School Site Council, following approval of a school improvement plan by the school district governing board, shall have ongoing responsibility to review with the principal, classroom teachers, other school personnel, and pupils the implementation of the school improvement program and the assess periodically the effectiveness of such a program. Modifications or any improvement to the plan or budget shall be developed, recommended, and approved or disapproved in the same manner. The Council shall carry out all other duties and responsibilities assigned to it in the education Code of the State of California.

### **ARTICLE III**

#### **Members**

#### **Section I – Size and Composition**

The School Site Council shall be composed of at least 10 members.

Representation on the council shall be: the principal, representatives of classroom teachers selected by classroom teachers at the school, other school personnel selected by other school personnel, parents/community members selected by parents/community members and pupils selected by the Student Government Team (ASB). The council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel: and (b) equal numbers of parents and pupils (see attachment.)

#### **Elections of Council Members**

The school principal is a standing member of the council.

**Classroom teacher elections will be held in September:**

- The classroom teacher membership will be elected into rotational positions of two years.
- Nominations and elections are conducted by classroom teachers. If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
- “Other” staff elections will be held in September.
- The “other” staff membership will be elected into rotational positions of two years.
- Nominations and elections are conducted by “other” school personnel.
- If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
- Parent/Community Member representative elections will be conducted in September.
- Nominations and elections will be conducted by the school office staff.
- Announcement of the nominations will be included in the May, June, and September issues of the school newsletter, website. The announcement will also be posted on the School Marquee.
- Nominations will be accepted in September.
- If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.

**All election ballots and result records will be maintained at the school site for seven (7) years.**

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

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

## **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 parents or community members and on-half, or the nearest approximation thereof, 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, all terms shall be two years in length. At the first regular meeting of the council, a chance for a member term, at least one shall elapse before such member may be selected to a new term.**

## **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. Absentee ballots shall not be permitted.

#### **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 he or she was selected; e.g., a parent becomes employed by the district. Membership shall be automatically terminated for any member who is absent from all regular meetings for a period of three consecutive months. The council, by affirmative vote of two-thirds of all the members, can suspend or expel a member.

#### **Section 5 – Transfer of membership**

Membership in the School Site Council is not transferable or assignable.

#### **Section 6 – Registration**

Any member may resign by filing a written resignation with the local school district governing board.

#### **Section 7 – Vacancy**

Any vacancy on the council shall be filled for the remainder of the school year by appointment by the chairperson and approval by the majority of the remaining members. If the unexpired term is for another full year thereafter, the regular selection process shall fill the term for that year.

### **ARTICLE IV Officers**

#### **Section 1 – Officers**

The officers of the School Site Council shall be a chairperson, vice-chairperson, secretary and such other officers, as the council may deem desirable.

#### **Section 2 – Election and Term 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 a two-thirds vote of all members sitting in the School Site Council whenever, in the judgment of the council, the best interest of the council would be served thereby.**

### **Section 4 – Vacancy**

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**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 – Chairperson**

**The chairperson shall preside at all meetings of the School Site Council, collaborate with the principal in developing agendas 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 such other duties as may be prescribed by the School Site Council from time to time.**

### **Section 6 – Vice-Chairperson**

**The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for 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 by the School Site Council.**

### **Section 7 – Secretary**

**The secretary shall keep the minutes of the meetings, both regular and special, of the School Site Council and shall promptly transmit to each of the members, to the school district, and; to such other persons as the School Site Council may deem, true and correct copies for the minutes of such meetings; see that all notices are duly given in accordance with the provisions of these bylaws; be custodian 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 other duties as from time to time may be assigned to the office by the chairperson or the School Site Council.**

## **ARTICLE V Committees**

## **Section 1 – Sub-Committees, Standing and Special Committees**

The School Site Council may from time to time establish and abolish such sub-committees, 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 member shall cease to qualify as a member thereof.

## **Section 4 – Rules**

Each committee may adopt rules for its own government not inconsistent with these bylaws or with unless 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 (51% or greater) of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum in 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**

The School Site Council shall meet regularly at least once per month.

## **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 the facility provided by the school and readily accessible by all member of the public, including handicapped person.

## **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, time or location must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing, on email and on the school marquee; 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 seventy-two hours or more than two weeks 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 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. 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 7 – Conduct of Meetings**

All regular and special meetings of the School Site Council shall be conducted in accordance with the rules of order established by Robert's Rules of Order or in accordance with an appropriate adoption thereof.

## **Section 8 – Meetings Open to the Public**

**All regular and special meetings of the School Site Council and of its committees shall be open at all times to the public.**