Bylaws
Plainfield Elementary School Site Council
2026-2027

Article I – Name
The name of this Council will be the Plainfield School Site Council.

Article II – Purpose
The purpose of this Council will be to serve as the school community representative body for determining the focus of the school's academic instructional program and all related categorical resources.

Article III – Scope of Responsibilities
Section 1: Develop and approve the school's School Plan for Student Achievement (SPSA) per California Education Code. Such plan will be developed with the review, certification, and advice of any applicable school advisory committee, with the main goal of improving student achievement.

Section 2: Develop a planning and implementation budget for utilization of state and/or federal funds allocated for such specific SPSA.

Section 3: Take part in the review, along with the principal, teachers, and other school support personnel, the implementation of the SPSA, and periodically assess the effectiveness of the plan. The Council will also be responsible for annually reviewing and updating the SPSA.

Section 4: Review the annual SPSA operating budget for congruence with improvement objectives within the plan.

Section 5: Aid in designing and carrying out an evaluation of the implementation of the SPSA per guidelines established by the Governing Board and California Education Code.

Article IV – Composition of the Site Council
The School Site Council shall be composed of at least ten (10) members: one (1) principal, three (3) teachers (selected by teachers), one (1) other school support personnel (selected by support personnel), and five (5) parents or community members (selected by parents).

Article V – Selection of Members

Section 1: The Site Council will appoint a nominating committee within the two months of the school year, which will send out a call for parent members via a flyer or other means the committee deems appropriate. The committee will submit to the parent community a slate of parent nominees for Site Council membership by the third month of school. Selection of members to the Site Council will be by majority vote of school site parents by the fourth month of school. Voting will be done by ballot.

Section 2: Teacher and staff representatives will be selected in the fall at a meeting called for that purpose by the site principal. Teachers will meet to select teachers, and other staff members will meet to select other members. Selection of members to the Site Council will be by a majority vote of their peers.

Article VI – Term of Office

The term of office of each parent and school staff representative to the Site Council is two years.

Article VII – Termination of Membership

Membership on the Site Council will be terminated if the member ceases to meet the membership requirements under which they were elected.

Article VIII – Resignation

Any member, excluding the principal, may resign by filing a written resignation with the school principal. Upon receiving such notification, the principal shall forward the name of the terminating member to the School Site Council.

Article IX – Vacancy

Parent vacancies will be filled by elected alternates securing the greatest number of votes. Should no elected alternates be available, an election will be conducted in the same manner as that done at the start of the school year.

Article X – Officers

Section 1: The officers of the Site Council will be a chair, a vice chair, a treasurer, and a secretary. They will be elected for one-year terms at the first Council

meeting consisting of newly elected Council members - January. Officer elections will be made by members of the new Council.

Section 2: Officer duties will consist of the following: it will be the duty of the chair to preside at all meetings. In the absence of the chair, the vice chair will assume the duties of the chair. Should both the chair and vice chair officers be unavailable, the secretary will preside. The secretary's chief duty will be to maintain accurate records of the Council meetings. The secretary will send notices of meetings and/or agendas, and will attend to Council correspondence.

Section 3: Any officer may be removed by a two-thirds vote of all members of the School Site Council whenever, in the judgment of the Council, the best interests of the council, school, and students would be served.

Section 4: Any vacancy in office shall, by special election, be filled by the School Site Council for the unexpired portion of the term.

Article XI – Committees

Special committees may be created from time to time by action of the Council. Upon completion of their special assignment, special committees will automatically terminate.

Article XII – Meetings of the Council

Regular meetings of the Council will be held as determined at the first Council meeting of the school year consisting of newly elected Council members. Special meetings of the Council may be called by the chair or by a majority vote of the Council.

Article XIII – Quorum

A quorum for the transaction of business of the Council will consist of fifty-one (51) percent of the membership.

Article XIV – Parliamentary Procedure

Decisions may be by consensus or by the affirmative vote of a majority of the Council. When parliamentary procedures are requested, meetings of the Council and its committees will be conducted according to *Robert's Rules of Order*.

Article XV – Amendments

Section 1: These by-laws may be amended at any Council meeting at which a quorum is present.

Section 2: Meetings of the Council will be governed by the by-laws, and any parliamentary dispute will be settled by *Robert's Rules of Order*.