

School Site Council By-Laws

Article 1 Duties and Role of the Council

The School Site Council is required, under state law, to serve as the school community representative body for determining the focus of the school's academic instructional program and all related categorical resource. The School Site Council has responsibility for the following duties:

1. Analyzing and evaluating the academic achievement of all students in the school
2. Obtaining recommendations from the school site advisory, standing and special committees regarding the focus of the Schools Single Plan for Student Achievement
3. Developing and approving the school plan and all related proposed expenditures in accordance with all state and federal laws and regulations.
4. Recommending the school plan including related budget expenditures to the local governing board
5. Providing ongoing monitoring of the implementation of the plan and budgets/expenditures
6. Revising the school plan, including expenditures, timelines, and evaluation criteria, as needed
7. Annually evaluating the effectiveness of the school's progress toward meeting the school goals to raise student achievement for all students;
8. Encouraging broad representation of parents, community members, teachers, and students, if appropriate, including all socioeconomic, ethnic, and programmatic groups resented in the school in leadership roles and in the activities of the School Site Council; and
9. Carrying out all other duties assigned to the council by the district governing board and by state or federal law.
10. During the 2011-2012 school year, the School Site Council will assume the responsibility of the S.A.C. and/or ELAC if the council(s) choose to delegate its authority to the council.

Section A: Composition

Article II Members

The School Site Council shall be composed of 12 members, selected by their peers, as follows: 4 -

Classroom Teachers

3 - Parents or Community Members

I - Other School Staff

3 - Students

I - Principal

6 members

6 members

Elected parent representatives may be employees of the school district as long as they are not employed at the school.

Section B: Term of Office

School Site Council members shall be elected for 2-year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the School Site Council, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the School Site Council. Absentee ballots shall not be permitted. An alternate representative may not cast a vote in the absence of the selected member. The role of an alternate is for information collection only.

Section D: Termination of Membership

The School Site Council may terminate a membership by an affirmative vote of two-thirds of all its members.

Any elected member may terminate his or her membership by submitting a written letter of resignation to the School Site Council chairperson. They will continue to serve in their capacity until a suitable replacement is placed on the council.

Section E: Transfer of Membership

Membership on the School Site Council may not be assigned or transferred.

Section F: Vacancies

Any vacancy on the School Site Council occurring during the term of a duly elected member shall be filled by appointment of a new member to fill the remainder of the term (selected by the remaining peer group members, not the council as a whole).

Article III Officers

Section A: Officers

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

The Chairperson shall:

- Preside at all meetings of the School Site Council
- Sign all letters, reports, and other communications of the School Site Council
- Perform all duties incidental to the office of the chairperson
- Have other such duties as are prescribed by the council
- Prepare an agenda in conjunction with the SSC committee members

The Vice-Chairperson Shall:

- Represent the Chairperson in assigned duties
- Substitute for the Chairperson in his or her absence
- May be appointed to preside over special committees
- Submit monthly updates on the special committees
- Perform other duties as assigned by the Chairperson

The Secretary shall:

- Keep and take minutes of all regular and special meetings of the School Site Council
- Transmit true and correct copies of the minutes of such meetings to members of the SSC and to the following other persons: ELAC, GATE, S.A.C. (when appropriate)
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the SSC
- Keep a register of the names, addresses, e-mail, and telephone numbers of each member of the council, the chairpersons of the school advisory committees and other with whom the SSC has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the Chairperson or the SSC
- Keep accurate and updated copies of the bylaws

Section B: Election and Terms of Office

The officers shall be elected annually, at the first meeting of the SSC and may serve for two years or until each successor has been elected.

Section C: Removal of Officers

Officers may be removed from office by two-thirds vote of all the members.

Section D: Vacancy in an Officer Position

A vacancy in any office because of resignation, removal, disqualification, death or otherwise shall be filled for the remainder of the officer's term. A vacancy in any office shall be filled by a special election of the council. This special election will be included in the posted meeting agenda and results will be reflected in the appropriate minutes.

Article IV Committees

Section A: Subcommittees

The SSC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the SSC. At least one member representing teacher and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the SSC.

Section B: Other Standing and Special Committees

The SSC may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the SSC. No such committee may exercise the authority of the SSC.

Section C: Membership

Unless otherwise determined by the SSC, the SSC Chairperson shall appoint members of standing or special committees after soliciting volunteers. A vacancy on a committee shall be filled by appointment made by the Chairperson.

Section D: Terms of Office

The SSC shall determine the terms of office for members of a committee. The term of office is for two years unless a two-third majority vote opts to replace an officer.

Section E: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the SSC, or policies of the district governing board.

Section F: Quorum

A majority, 51% of the members of the committee, shall constitute a quorum. The act of a majority of the members present shall be the act of the committee, provide a quorum is in attendance. No decisions of the committee shall be valid unless a quorum of the membership is present.

Article V Meetings of the School Site Council

Section A: Meetings

The SSC shall meet a minimum of five times during the year. Special meetings of the SSC may be called by the Chairperson or by a majority vote of the SSC.

Section B: Place of Meetings

The SSC shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is available. Alternate meeting places may be determined by the Chairperson or by the majority vote of the SSC

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: flyer to be placed in the school office, email, phone, and website.

The council may not take any action on any item of business unless that item appears on the posted agenda or unless the council members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council subsequent to the posting of the agenda.

All required notices shall be delivered to the SSC and committee members no less than 72 hours, and no more than 7 days in advance of the meeting, personally or by mail (or by e-mail).

Section D: Quorum

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

Section E: Conduct of Meetings

Meetings of the SSC shall be conducted in accordance with the rules of order established by Education Code Section 3147c and the Robert's Rule of Order or an adaption thereof approved by the SSC. Desert Learning Academy (DLA) will adhere to the district-wide agenda template to conduct efficient and organized meetings.

Section F: Meetings Open to the Public

Each meeting will include a time for public comment. The SSC will provide opportunities for the public to comment on matters that are not on the agenda, but the council may not take any action.

The minutes of the council meeting are public records and are available to the public.

Any materials provided to SSC shall be made available to any member of the public who requests the materials pursuant to California Public Records Act (Chapter 3.5 - Commencing with Section 6250 - of Division 7 of Title I).

Section G: Uniform Complaint Procedures

Annually, the SSC shall participate in training about the district's uniform complaint procedures. The training will review procedures for filing a complaint. If any SSC member or member of the public believes that the SSC has taken an action that is in violation of their legal authority, the individual or group may file a uniform complaint form with PSUSD.

Article VI Amendments

An amendment of these bylaws may be made at any regular meeting of the SSC by a vote of two-thirds majority of the quorum of members. Written notice of the proposed amendment must be submitted to the SSC members at least 7 days prior to the meeting at which the amendment is to be considered for adoption.

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making.

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that. ..") A second motion must then also be made (raise your hand and say, "I second it"). After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely ..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second motion. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly- amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end debate immediately, the questions called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). Two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time (I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedures should not be used to prevent discussions of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using *Robert's Rules* is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. *Parliamentary Procedure at a Glance*, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second or speak to a motion,** stand and address the chair.
- **If you approve the motion as is,** vote for it.
- **If you disapprove the motion,** vote against it.
- **If you approve the idea of the motion but want to change it,** amend it or submit a substitute for it.
- **If you want advice or information to help you make your decision,** move to refer the motion to an appropriate quorum or committee with instructions to report back.
- **If you feel they can handle it better than the assembly,** move to refer the motion to a quorum or committee with power to act.
- **If you feel that the pending question(s) should be delayed so more urgent business can be considered,** move to lay the motion on the table.
- **If you want time to think the motion over,** move that consideration be deferred to a certain time.
- **If you think that further discussion is unnecessary,** move the previous question.
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee,** move the motion to be recalled.
- **If you think that the assembly should give further consideration to a matter already voted upon,** move that it be reconsidered.
- **If you do not agree with a decision rendered by the chair,** appeal the decision to the assembly.
- **If you think that a matter introduced is not germane to the matter at hand,** a point of order may be raised.
- **If you think that too much time is being consumed by speakers,** you can move a time limit on such speeches.
- **If a motion has several parts, and you wish to vote differently on these parts,** move to divide the motion.

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

*Now that you have the floor and can proceed with your motion say "I move that. . ." state your motion clearly and sit down.

*Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.

*If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.

*If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion) . . ., is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

*The member who made the motion is entitled to speak first.

*Every member has the right to speak in debate.

*The Chair should alternate between those "for" the motion and those "against" the motion.

*The discussion should be related to the pending motion.

*Avoid using a person's name in debate.

*All questions should be directed to the Chair.

*Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.

*A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

*Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that . . . (repeat the motion) . . . say "Aye". Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."

*Some motions require a 2/3 vote. A 2/3 vote is obtained by standing.

*If a member is in doubt about the vote, he may call out "division". A division is a demand for a standing vote.

*A majority vote is more than half of the votes cast by persons legally entitled to vote.

*A 2/3 vote means a least 2/3 of the votes cast by persons legally entitled to vote.

*A tie vote is a lost vote, since it is not a majority.