



## SUNSET LANE SCHOOL SCHOOL SITE COUNCIL BYLAWS

### Article I: NAME

The name of this Council shall be the Sunset Lane School Site Council.

### Article II: PURPOSE

1. Have ongoing responsibility to review with the principal, teachers, and other school personnel, the implementation of the Single Plan for Student Achievement and to assess periodically the effectiveness of the program.
2. Annually review and revise the Single Plan for Student Achievement to see that it is consistent with the Education Code, and if necessary, make modifications in the Plan to reflect changing needs and priorities; monitor and approve the school budget.
3. Take other actions as required by the Education Code.
4. Annually review the School Safety Plan, Disaster Preparedness Plan, and/or other school-wide plans that affect the school-wide program.

### Article III: MEMBERSHIP

#### Section 1: Composition

The council shall be composed of the principal and representatives of the staff elected by the staff at the school and parents of pupils attending the school or other community members elected by such parents.

The Sunset Lane School Site Council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) parents or other community members selected by parents.

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

#### Section 2: Resignations

Resignations will be accepted only upon written notice to the Chairperson.

#### 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: Elections

Notice shall be provided to parents and members of the school community wishing to be considered for Council membership no later than October 15th of each school year. Members shall be elected no later than November 1st of each school year for each group represented on the council (school staff and parents/community members). Each group shall be selected by peers in their respective category.

#### Section 5: Termination of Membership

A member shall no longer hold membership should he/she cease to be a resident of the area or no longer meet the membership requirements under which he/she was selected.

#### Section 6: Vacancy

Any vacancy of the Council shall be filled for the remainder of said term by peer election or peer selection.

#### Section 7: Terms of Office

Members shall be elected for a two-year term of office with elections for half of the members held in even years and half in odd years. Members may place their name on a ballot for re-election at the conclusion of their term of office. Officers shall be elected annually, as outlined in Article VII, Section 1.

#### Section 8: Non-Discrimination

Members of the School Site Council shall be elected without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, or gender, except as permitted by applicable provisions of Federal and State law.

### Article IV: OFFICERS

The officers of this council shall be a chairperson, co-chairperson and a recording secretary.

### Article V: DUTIES OF OFFICERS

#### Section 1: Chairperson

The chairperson shall be responsible for organizing, convening, and presiding at all meetings of the School Site Council and may sign all letters, reports, and other communications of the School Site Council. In addition, the chairperson shall perform such other duties as may be prescribed by the Site Council from time to time.

#### Section 2: Co-Chairperson

If the chairperson is unable to attend a meeting, the co-chairperson will assume the roles and responsibilities of the chairperson. The principal will assume the position of the co-chairperson.

#### Section 3: Recording Secretary

The recording secretary shall keep the minutes of all meetings and transmit them to each of the members.

## Article VI: DUTIES OF COUNCIL MEMBERS

It shall be the duty of all Council members to:

1. Attend all meetings.
2. Accept positions as officers or subcommittee members when so appointed or elected unless unable to carry out the duties entailed.

## Article VII: ELECTION OF OFFICERS

### Section 1: Elections

The chairperson, co-chairperson, and recording secretary shall be elected at the first meeting of the school year.

### Section 2: Resignations

Should the chairperson, co-chairperson, or recording secretary resign before new elections are held, an election will be held at the next regular meeting when the vacancy could be filled.

## Article VIII: COMMITTEES

The chairperson shall appoint such committee members as he or she considers necessary at any time, as directed by a majority of the members present.

## Article IX: MEETINGS AND QUORUM

### Section 1: Meetings

Meetings shall be held at least four times per school year or more often as needed. All regular meetings of the School Site Council shall be open to the public. The public may address the council on any item within the jurisdiction of the Council.

### Section 2: Notice of Meetings

Public notice shall be given of regular meetings. Notice of the meeting, specifying the date, time, place, and agenda of the meeting, shall be posted at the schoolsite or other accessible place at least 72 hours before the meeting.

### Section 3: Quorum

The presence of one half of each group represented on the council (school staff and parents/community members) shall be required in order to constitute a quorum necessary for the transaction of the business of the School Site Council.

### Section 4: Governing Rules

The meetings will be governed by these bylaws and any dispute will be settled by Roberts Rules of Order.

## Section 5: Agenda Items

1. An agenda for each meeting, to include the date, time, place, and items to be considered at the meeting, shall be posted at the school site at least 72 hours in advance of the meeting.
2. The Council cannot act on an item not described on the posted agenda unless, by unanimous vote, it finds a need for action unknown when the agenda was posted.
3. Questions and brief statements of no impact on students or staff that can be resolved by providing information need not be described on the posted agenda.
4. If these procedures are violated, upon request of any person, the Council must reconsider the item at its next meeting, after allowing for public input on the item.

## Article X: SCHOOL SITE COUNCIL RECORDS

Official records of the School Site Council, including documentation pertaining to elections, official correspondence, agendas of meetings, evidence of input from school advisory committees, minutes of meetings, attendance, recommendations and actions, and copies of prior year school plans shall be maintained in a secure place at the school site and retained for a period of at least three years as required by Federal law. These records shall be made available for public review upon request.

## Article XI: AMENDMENTS

These bylaws may be amended by one half of each group represented on the council (school staff and parents/community members) at any meeting, a quorum being present. Prior written notice of proposed amendments shall be provided to all members to review in advance of the meeting.