

Gabrielino High School Site Council Bylaws

(Amended on January 17, 2018)

THE BYLAWS ARE SUBJECT TO ANNUAL REVIEW AND POSSIBLE
MODIFICATION BY SITE COUNCIL AND ARE SUBJECT TO
APPROVAL BY THE BOARD OF EDUCATION

I. Composition

- A. The school Site Council shall be composed of sixteen (16) members, selected by their peers, as follows:
1. The school Principal shall be an ex officio member of the school Site Council
 2. Five (5) Classroom teachers
 3. Two (2) other school staff members
 4. Four (4) Parents or Community members
 5. Four (4) Students
- School Site Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.
- B. **Terms 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. Each member's current term of office shall be recorded in the minutes of the meeting at the first regular meeting of the school Site Council.
- C. **Voting Rights**
Each present 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.
- D. **Termination of Membership**
The school site council may expel a member by an affirmative vote of two-thirds of its members present. Any elected member may terminate their membership by submitting a written letter of resignation to the school Site Council Chairperson.
- E. **Transfer of Membership**
Membership on the school Site Council may not be assigned or transferred.
- F. **Vacancy**
Any vacancy on the school Site Council occurring during the term of a duly elected member by reason of termination, resignation, or truancy shall be filled by appointment of the school Site Council for the period of time until the next regular election. A simple majority of present members will approve the appointment of a candidate at either the first or second consecutive meeting after the position becomes vacant. Truancy from the school Site Council is defined as missing more than two consecutive meetings of the Site Council and/or attending fewer than half of the Site Council meetings in a given school year.

II. Officers

- A. Site Council officers shall consist of a chair, a vice chair, and a recording secretary
- B. Other officers shall be elected as determined by the Site Council

III. Election of Officers

- A. Officers shall be nominated from among Site Council members
- B. Officers should be elected by a majority of Site Council members as long as a quorum exists

IV. Terms of Officers

- A. Officers shall serve a one-year term
- B. Officers may be reelected

V. Duties of Officers

B. Chair

- 1. Presides at all Site Council meetings
- 2. Plans and prepares agendas for Site Council meetings in collaboration with the Principal
- 3. Forms committees and appoints committee members in order to carry out the mission of the Site Council, and if necessary appoints persons outside the Site Council to participate on such committees with approval of the Site Council
 - a. Committee responsibilities are limited strictly to convening as required in order to meet goals and deadlines for its assigned task and to make recommendations to the Site Council for further action
 - b. Committee members shall elect their own chair to preside over committee meetings
- 4. Acts as an ex-officio member of each committee
- 5. Performs other duties as determined by the Site Council

C. Vice Chair

- 1. Presides at Site Council meetings in the absence of the Chair
- 2. Performs other duties as determined by the Site Council

D. Recording Secretary

- 1. Composes minutes of Site Council meetings
- 2. Prepares minutes for distribution at Site Council meetings
- 3. Emails meeting notices/agendas to Site Council members. Posts approved minutes and agendas on school's website.

VI. Duties of Principal

- A. The Principal shall perform the task of presenting all official written and verbal communications from the Site Council to the Superintendent, the Board of Education, and all other GHS and District stakeholders
- B. The Principal shall serve as trustee of Site Council records including but not limited to the Bylaws, meeting documents, and correspondence
 - 1. These records shall be made available to the public upon request

VII. Meetings

- A. The Site Council shall hold regular meetings once a month during the school year
 - 1. Additional meetings may be called as necessary by the Site Council
- B. All Site Council meetings shall be open to the public
- C. An agenda for each meeting shall be posted in the GHS Administration Office five calendar days prior to the day of the meeting
- D. The first meeting of the school year shall be held during the month of September
- E. The last meeting of the school year shall be held during the month May
- F. The Principal shall notify the Chair about GHS activities that interfere with Site Council meetings
 - 1. The Principal and chair shall decide jointly to cancel Site Council meetings that cannot be held due to other GHS activities
 - 2. The Principal shall be responsible for notifying Site Council members of cancelled meetings

VIII. Quorum

- A. A simple majority of Site Council members shall constitute a quorum
- B. If there is a lack of a quorum, the Site Council may meet but shall continue all actionable matters to a subsequent meeting to when there is a quorum present

IX. Parliamentary Authority

- A. The Site Council shall use a simplified version of Roberts Rules of Order to govern meetings
- B. Site Council actions shall be made in compliance with all applicable state laws and policies, as well as District policies, and these bylaws

X. Discussion

- A. The chair may impose time limitations on the length of discussion
- B. A majority vote of Site Council members can overrule the chair

XI. Amendments

- A. These bylaws may be amended during any Site Council meeting by a two-thirds (2/3) majority vote of Site Council members present
- B. To propose an amendment, a simple majority of members must be present
- C. Voting on any such amendment shall not be taken until at least the next meeting

XII. Ratification

- A. The bylaws shall be declared ratified following a two-thirds (2/3) vote of the quorum of Site Council members present

XIII. Visitors

- A. All interested parties may observe any Site Council meeting
 - 1. Visitors shall be permitted reasonable opportunities to address the Site Council on issues currently under discussion
 - 2. Visiting speakers may be scheduled on the regular agenda
 - 3. Visiting speakers shall limit topics to subjects under Site Council jurisdiction

XIV. English Learner Advisory Council

- A. The English Learner Advisory Council (ELAC) Committee shall meet four times yearly and present reports at Site Council meetings