

**QUAIL SUMMIT ELEMENTARY SCHOOL
SCHOOL SITE COUNCIL
BY - LAWS AND POLICY**

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ARTICLE I - Name of Council

The name of this Council shall be the Quail Summit Elementary School Site Council (Council).

ARTICLE II -Role of Council

The school improvement/school base plan shall be developed and recommended by the School Site Council. The School Site Council, following approval of a school improvement/school base plan by the school district governing board, shall have ongoing responsibility to review with the principal, teachers, and other school personnel the implementation of the school improvement/school base program and to assess periodically the effectiveness of such program. Modifications or any improvement to the plan 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 – Composition

The needs and resources of the school improvement/school base program require that staff membership include broad representation of parents, students, and staff, including socioeconomic and ethnic groups represented in the school attendance area. The minimum standards for representation on the Council shall be: the principal, representative teachers selected by teachers at the school, other school personnel selected by other school personnel at the school, and parents of pupils attending the school selected by such parents.

The 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. Council members representing parents and other community members shall not be employees of the school district. Alternate members may be selected.

Section 2 – Term of Membership

All members and alternate 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 one-half, or the nearest approximation thereof, of members representing teachers and other school personnel (except the principal) shall serve for a one year term only during the first year of the two years in length. At the first meeting in October of the Council, it shall be determined which members shall serve one-year terms. Term of membership shall be October 1 through September 30.

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. The elected alternate shall vote in the absence of the representative. 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 meet the membership requirements under which they were selected, e.g. a parent becomes employed by the district. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of two consecutive meetings without prior notification to Chairperson. The Council, by affirmative vote of two-thirds of all of 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 – Resignation

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

Section 7 – Vacancy

Any vacancy on the Council shall be filled for the remainder of the school year by an alternate member.

ARTICLE IV - OFFICERS

Section 1 – Officers

The officers of the School Site Council shall be members of the Council and shall consist of a Chairperson, vice-Chairperson, Secretary, and 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 served 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 on the School Site Council whenever, in the judgment of the Council, the best interests of the Council would be served thereby.

Section 4 – Vacancy

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 and will sign all letters, reports, and other communication of the School Site Council. In addition, the Chairperson shall perform all duties related to the office of Chairperson and such other duties as may be prescribed by the School Site Council.

Section 6 – Vice-Chairperson

The duties of the vice-Chairperson shall be to represent the Chairperson in assigned duties and to substitute for the Chairperson during his or her absence, and the vice-Chairperson shall perform such other duties as assigned by the Chairperson or by the School Site Council.

Section 7 – Secretary

The Secretary shall take the minutes of the meetings, both regular and special, of the governing board for transmittal to each of the members, and to other persons as decided by the School Site Council. The Secretary will ensure that copies of approved minutes are kept on file at the school site; see that all notices are duly given in accordance with the provisions of these bylaws; be custodian of the School Site Council records; keep a register of the address and telephone number of each member of the School Site Council furnished to the Secretary by each Council member; and, in general, perform all duties assigned to the office of Secretary by the Chairperson or by the School Site Council.

ARTICLE V -Committees

Section 1 – Standing and Special Committees

The School Site Council may establish and abolish 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 rules 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 in designating a committee, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is 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

School Site Council shall meet regularly, a minimum of five meetings per year.

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 a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

Section 4 – Notice of Meetings

Public notice shall be given of regular meetings at least 48 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; 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 forty-eight 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 a 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 Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

Section 8 – Meetings Open to the Public

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

ARTICLE VII - By-Laws

These By-laws may be amended by a 2/3's majority vote of the members in attendance, provided there is a quorum. All proposed By-Laws amendments must be given public notice at least ten (10) days prior to consideration.

POLICY PROPOSALS

POLICY I. Site Council Composition

The Quail Summit Elementary School Site Council shall consist of ten (10) members.

- A. School Personnel
 - 1. Principal
 - 2. Three (3) classroom teachers
 - 3. One (1) other school person
- B. Five (5) parents and/or community members

POLICY II. Member Selection

Comment [CG1]: Fix outline numbering

The selection of members will take place in the following manner:

- A. School Personnel
 - 1. Principal/School Administrator
 - 2. Classroom Teachers
 - a. a teacher representative will be selected by the teachers to preside over an election for teacher representatives to the School Site Council
 - b. teachers will be nominated and elected by the teachers to serve on the School Site Council
 - c. teacher members will be elected prior to the beginning of the academic school year
 - 3. Other School Personnel
 - a. a representative of other school personnel will be selected by those other school personnel to preside over an election of the other school personnel representative to the School Site Council
 - b. other school personnel will be nominated and one elected by other school personnel to serve on the School Site Council
 - c. other school personnel member will be elected prior to the beginning the academic school year during the first classified staff meeting.
- B. Parents and/or Community Members
 - 1. Prospective members will be requested through the means of school-wide communication (newsletters, bulletins, school website, etc.)
 - 2. A list of prospective members will be voted on by the means of school-wide communication (newsletters, bulletins, school website, etc.)
 - 3. Parents and/or community members will be elected prior to the first regular Council meeting of the academic school year
- C. Membership Term.
 - 1. The term of membership shall begin on October 1 – September 30 of the following year and run consecutively for two years

POLICY III. ALTERNATE MEMBERS

A. Selection of Alternate Members

Alternate members of the Quail Summit Elementary School Site Council shall be selected in the same manner as regular members. All alternate members vote only in the absence of a regular member.

B. Term

Alternate members shall serve two-year terms beginning at the first School Site Council of a school year and running consecutively for two years.

C. Maintaining Composition Parity

To maintain composition parity, an alternate member may vote only for a regular member who is in the same composition category, i.e. alternate parent/community member for regular parent/community member, and alternate other school person for regular other school person. In the absence of the principal, a certificated regular or alternate member, who has been designated by the principal, will represent and vote for the principal. If the principal's designee is a regular member, the member may cast his/her individual vote as well as the principal's vote.

D. Number of Alternates

There is no limit to the number of elected alternates who may serve on the School Site Council.

POLICY IV. Officer Selection

School Site Council officers shall be elected at the first regular meeting of the school year and shall assume office at that time.

POLICY V. Meeting Agenda

The meeting agenda will be distributed to all Council members and alternates at least 48 hours prior to the meeting.

POLICY VI. Designation of Alternates

A Council member who is unable to attend a duly-notified meeting shall, prior to that meeting, designate an elected alternate from his/her composition category to be the representative at the meeting.

POLICY VII. Policy Amendment

The Policy of the Quail Summit Elementary School Site Council can be amended at any meeting by a simple majority (51%) of members in attendance, provided there is a quorum.