

**LEE ELEMENTARY SCHOOL SITE COUNCIL
BYLAWS
2012-2013**

**ARTICLE I
Name of Council**

The name of this council shall be the Lee Elementary School Site Council.

**ARTICLE II
Role of Council**

The school plan shall be developed and recommended by the school site council. The school site council, following approval of the school plan by the school district governing board, shall have ongoing responsibility to review with the principal, teachers, other school personnel and pupils, the implementation of the Single Plan for Student Achievement 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 through the Education Code of the state of California.

**ARTICLE III
Members**

Section 1 – Composition

In order to meet the state mandated standards for this committee the Lee School Site Council will be composed of 50% parents and 50% school personnel.

Section 2 – Term of Office

All 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 the members representing teachers and other school personnel (except the principal) shall serve for a one-year term only during the first year of the council's existence. After the first year of council's existence, all terms shall be two years in length. At the first regular meeting of the council, a chance method shall be used to determine which members shall serve one-year terms.

Section 3 – Voting Rights

The SSC will work to achieve consensus. If consensus cannot be reached in a reasonable amount of time then a vote (majority of 51%) will be held. 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 no longer meets the membership requirements under which they were selected, e.g., a parent becomes employed by the school. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive months.

Section 5 – Transfer of Membership

Membership in the school site council is not transferable or assignable.

Section 6 – Resignation

Any member may resign by filing a written resignation with the chairperson of the school site council.

Section 7 – Vacancy

Any vacancy on the council shall be filled for the remainder of the school year by appointment by the chairperson. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection process.

ARTICLE IV OFFICERS

Section 1 – Officers

The officers of the school site council shall be a chairperson, recorder, and such 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 serve 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 may sign letters, reports, and other communications of the school site council. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the school site council from time to time. The chairperson ensures that Site Council abides by bylaws. The chairperson prepares the agenda and posts the agenda 72 hours before the meeting. The chair will ensure that the meeting is well organized and that everyone is heard and that the meeting follows an abbreviated Roberts Rules of Order (see attachment 1)

Section -6 Co-Chair

The co-chair should be, if possible, a parent or community member. The co-chair will preside over the School Site Council in absence of the chair and can be involved in all duties with the chair.

Section –7 Recorder

The recorder shall keep the minutes of the meetings, both regular and special, of the SSC and shall promptly transmit to each of the members, to the school district, and to such persons as the school site council may deem, true and correct copies of the minutes of such meetings; sees 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 and, in general, perform all duties incident to the office of recorder and such duties as from time to time may be assigned to the office by the chairperson or by the school site council.

ARTICLE V Committees

Section 1- Standing and Special Committees

The school site council may from time to time establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the school site council. There should be at least one member representing teachers and one representing parents in the make-up of any committee.

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 the 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 designating a committee, a majority of the committee shall constitute 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 at least once per month. There will be a minimum of 8 meetings held each 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 the library at Lee Elementary.

Section 4 – Notice of Meetings

Public notice shall be given of regular meetings at least 72 hours in advance of the meeting. The notice will be posted in the windows of the front office, in the staff lounge and in the parent newsletter. Any changes in the established date, time, or location must be given special notice. All special meetings shall be publicized. Any required notice shall be delivered either personally or by mail to each member not less than 72 hours 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 a consensus decision 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.

Section 7 – Conduct of Meetings

All regular and special meetings of the school site council shall be conducted in accordance with an abbreviated form of Robert's Rules of Order (see attachment 1)

Section 8 – Meetings Open to the Public

All meetings will be open to guests and observers unless there is an issue on the agenda, which requires it to be a closed meeting. Anyone wishing to attend must notify co-chair 72 hours in advance to be placed in the agenda. Public Input will be placed on every agenda.

**Lee Elementary
School Site Council
Abbreviated Form of Robert's Rules of Order**

1. To speak at a meeting, a person must be recognized by the chair. Only one person can be recognized at a time.
2. A main motion must be made and seconded before discussion can begin on any proposal for action.
3. Only three things can happen to a main motion: It may be amended, tabled, or either adopted or rejected.
 - a. An amendment can be debated, amended itself, and finally adopted or rejected by a majority vote of those voting. If it is adopted, it becomes part of the main motion. If it is rejected, the debate returns to the main motion.
 - b. A motion to table requires a majority vote of those voting. If a main motion is tabled, it cannot be brought up again at that meeting.
 - c. The main motion (as amended) can be adopted, or rejected by a majority of those voting. Once the main motion has been voted upon, there can be no further discussion of it.
4. After sufficient debate has taken place on an amendment or a main motion, anyone can "call the question" i.e. move to end debate and proceed immediately to a vote. This can be done either "informally" or "formally."
 - a. If the question is called "informally", the chair asks if everyone is ready to vote. If there is no objection, an immediate vote is taken, with no debate allowed.
 - b. If someone objects to ending the debate, an immediate vote with no discussion allowed is taken. If two-thirds of those voting wish to end the debate, then no more discussion is allowed. If less than two-thirds vote to end debate, then discussion continues until someone else "calls" the question.
5. A motion to adjourn a meeting can be made at any time. There is an immediate vote, with no debate allowed. If a majority of those voting wish to adjourn, then the meeting is adjourned. If less than a majority wish to adjourn, then the meeting continues.