

VALENCIA ELEMENTARY SCHOOL SITE COUNCIL BY-LAWS

ARTICLE I

Name

The name of this group shall be the Valencia Elementary School Site Council, hereinafter referred to as the "Council."

ARTICLE II

Purpose of Council

The Council shall carry out the following duties:

1. Obtain recommendations for, and review of the proposed School Site Improvement Plan, hereinafter referred to as the "School Plan," from all school stakeholders.
2. Develop and approve the School Plan and related expenditures in accordance with all state and federal laws and regulations.
3. Recommend the School Plan to the district governing board for approval.
4. Provide ongoing review of the implementation of the School Plan with the principal, teachers and staff members.
5. Make modifications to the School Plan whenever the need arises.
6. Submit the modified School Plan for the district governing board approval whenever a material change (as defined by the district governing board policy) is made in planned activities or related expenditures.
7. Annually and at each trimester, evaluate the progress made toward achieving school goals to raise the academic achievement of all students.
8. Improve communication between parents, teachers, students and the community.
9. Form subcommittees when the need arises.
10. Provide input into curriculum and services to ensure all student needs are being met.
11. Carry out all other duties assigned to the Council by the district governing board and by state law.

ARTICLE III

Membership

Section A: Composition

The Council shall be comprised of ten (10) members, plus two (2) alternates, selected by their peers as follows:

- Three (3) classroom teachers (certificated staff) with one (1) alternate;
- One (1) staff member (classified staff);
- Five (5) parents with one (1) alternate;
- The school's principal shall be an ex officio member of the Council.

Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

In accordance with the California Education Code, 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 persons represented under category (a).

If there has been every effort made to recruit and elect ten (10) Council members, but all positions cannot be filled, the Council shall ask for a volunteer(s) to suspend membership(s) in order to reduce the number of parents or school personnel proportionately to ensure parity between the two groups noted above. If there are no volunteers, the Council shall decide by a vote.

Section B: Term of Office

Council members shall be elected for no more than one (1) consecutive two (2) year term. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. New parents should be elected on odd years and new teachers elected on even. Council members may serve more than two (2) years providing they are not consecutive terms. At the first regular meeting of the Council, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights

Each permanent member of the Council is entitled to one (1) vote and may cast that vote on any matter submitted to a vote of the Council. A quorum shall consist of seven (7) voting members. A majority of present members' votes are required to pass a motion. Absentee votes shall not be permitted. A vote may be cast by an alternate member only when a regular member is absent.

Section D: Termination of Membership

The Council may, by an affirmative vote of two thirds of all its members, suspend or expel a member. A member shall no longer hold membership should the member cease to have a child enrolled at this school, no longer meets the membership requirements under which the member was elected, or no longer attends regular meetings of the Council.

Any elected member may terminate his or her membership by submitting a written letter of resignation to the Council Chairperson.

Section E: Transfer of Membership

Membership on the Council may not be assigned or transferred.

Section F: Vacancy

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

Article IV

Officers

Section A: Officers

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

Section B: Chairperson

The chairperson shall preside at all meetings of the Council and sign all letters, reports and other communication of the Council. In addition, the chairperson shall perform all duties incident to the office and such other duties as may be prescribed by the Council. If the Council selects co-chairpersons, the position of vice-chairperson may be eliminated during the co-chairpersons term.

Section C: Vice-Chairperson

The vice-chairperson will represent the chairperson in assigned duties and substitute for the chairperson in his or her absence. In addition, the vice-chairperson shall perform all duties as may be prescribed by the Council.

Section D: Secretary

The secretary shall keep the minutes of all regular and special meetings and promptly transmit true and correct copies of the minutes of such meetings to the members of the Council and other persons as may be deemed appropriate by the Council for review and approval. The secretary shall post all approved Council minutes to this school's website. In addition, the secretary will provide all notices in accordance with these by-laws and be custodian of the records of the Council. The secretary shall keep a register of the names, addresses, telephone numbers and other pertinent information of each member of the Council as well as perform all duties incident to the office and such other duties as may be prescribed by the Council.

Section E: Term of Office

The officers shall be elected annually, at the first meeting of the Council of the school year, and shall serve for one year, or until each successor has been elected.

Section F: Removal of Officers

Any officer may be removed from their office by a two-thirds vote of all Council members.

Section G: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the Council, for the remaining portion of the term of office.

Article V Committees

Section A: Sub-Committees

The Council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the Council. No sub-committee may exercise the authority of the Council.

Section B: Other Standing and Special Committees

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

Section C: Membership

Unless otherwise determined by the Council, the Council chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

Section D: Terms of Office

The Council shall determine the terms of office for members of a committee.

Section E: Rules

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

Section F: Quorum

Unless otherwise provided by the Council, a majority 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, provided a quorum is in attendance.

Article VI Meetings of the Council

Section A: Meetings

The Council shall meet regularly once monthly during the school year. Special meetings of the Council may be called by the chairperson or by a majority vote of the Council. Notice of Council meetings shall be placed on this school's website calendar.

Section B: Place of Meetings

The Council shall hold its regular meetings at this school, which is readily accessible by all members of the public including the disabled.

Section C: Notice of Meetings

Written public notice shall be given of all meeting at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All required notices shall be delivered to the Council and committee members no less than 72 hours and no more than two weeks in advance of the meeting, personally, by mail or email.

Section D: Quorum

The act of a majority of the members present shall be the act of the Council, provided a quorum is in attendance, and no decision may otherwise be attributed to the Council. A quorum shall consist of seven (7) voting members. Absentee votes shall not be permitted.

Section E: Conduct of Meetings

All meetings of the Council shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

Section F: Meetings Open to the Public

All meeting of the Council, and of committees established by the Council, shall be open to the public. Notice of such meetings shall be provided in accordance with these by-laws.

An ELAC representative shall be invited to each Council meeting and asked to provide an update.

**Article VII
Amendments**

An amendment of these by-laws may be made at any regular meeting of the Council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to Council members at least 72 hours and no more than two weeks in advance of the meeting at which the amendment is to be considered for adoption, personally, by mail or email.

Last Revised: December 17, 2015