

## BYLAWS FOR THE MCKINLEY SCHOOL SITE COUNCIL

### ARTICLE I Duties of the School Site Council

The school site council of McKinley Elementary, hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Site Plan for Student Achievement from all school advisory committees.
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the plan and expenditures to the district for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers, and other school staff members.
- Make modifications to the plan whenever the need arises.
- Modifications or improvement to the plan shall be developed, recommended, and approved or disapproved in the same manner.
- Annually, and at each semester, evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all duties assigned to the council by the SDUSD Board of Education and by state law.

### ARTICLE II

#### Members

##### Section 1 –Composition

The needs and resources of the School-Based Coordinated Program required that the School Site Council include broad representation of parents and staff, including socioeconomic and ethnic groups represented in the school attendance area.

- McKinley Elementary must have a minimum of ten (10) members.
- Members include: the principal, teachers selected by teachers at the school, other school personnel selected by other personnel at the school, and parents of pupils attending the school selected by such parents.

- The council should be constituted to ensure balance between the principal, classroom teachers, and other school personnel and parents or other school community members selected by the parents.
- Classroom teachers shall constitute the majority of those persons representing school staff.
- **(3) Classroom teachers**
- **(1) Other school staff members**
- **(5) Parents or community members**
- **(1) Principal**
- The school principal shall be an ex officio member of the council. The principal or his/her designee shall attend all SSC meetings; however, only the principal may vote on actions. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

#### **Section 2 – Terms of Office**

**Council members shall be elected for two year terms.** 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 of 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.

#### **Section 3 – Voting Rights**

Each member of the council is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. Absentee (proxy) and any electronic 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 may be terminated for any member who is absent from all regular meetings for a period of three consecutive meetings. Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson.

#### **Section 5 – Transfer of Membership**

Membership on the council may not be assigned or transferred.

#### **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 election process.

**Section 8 - Elections of Council Members**

- The school principal is a standing member of the council.
- Classroom teacher elections shall be held in September and October:
  - The classroom teacher membership will be elected into rotational positions of two years.
  - Nominations and elections are conducted by classroom teachers.
  - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
- “Other” staff elections shall be held in September.
  - The “other” staff membership will be elected into rotational positions of two years.
  - Nominations and elections are conducted by “other” school personnel.
  - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
- Parent/Community Member representative elections shall be conducted in September.
  - Nominations and elections will be conducted by the school office staff.
  - Announcement of the nominations will be included in the May, June, and September issues of the school newsletter, and website. Nominations will be accepted in September.
  - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.

All election ballots and result records will be maintained at the school site for seven (7) years.

**ARTICLE III**

**Officers**

**Section 1 – Officers**

The officers of the council shall be a chairperson, secretary, and such other officers as the council may deem desirable.

**Section 2 – Election and Term of Office**

The officers of the council shall be elected annually and shall serve until each successor has been elected.

**Section 3 – Removal of Officers**

Any officer may be removed by a two-thirds vote of all members sitting on the council whenever, in the judgment of the council, the best interests of the council would be served.

**Section 4 – Vacancy**

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the council for the unexpired portion of the term.

**Section 5 – Chairperson**

The chairperson shall:

- Collaborate with the principal in developing agendas and reviewing the minutes prior to posting.
- Preside at all meetings of the council
- Sign all letters, reports, and other communications of the council.
- Perform all duties incidental to the office of the chairperson.
- Have other such duties as are prescribed by the council from time to time.

**Section 6 –Secretary**

- Keep minutes of all regular and special meetings of the council.
- Transmit true and correct copies of the minutes of such meetings to members of the council and to the school district, and to such persons as the council may deem.
- Provide all notices are duly given in accordance with the provisions of these bylaws.
- Be custodian of the records of the council.
- Keep a register of the names, addresses, and telephone numbers of each member of the council and the chairpersons of school advisory committees, which shall be furnished to the secretary by each member.
- Perform all duties incidental to the office of the secretary and such duties as from time to time may be assigned to the office by the chairperson or by the council.

**ARTICLE IV**

**Committees**

**Section 1 – Standing and Special Committees**

The 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 council.

**Section 2 –Membership**

Unless otherwise determined by the council in its decision to establish a committee, the chairperson of the council shall appoint members to the various committees.

**Section 3 – Terms of Office**

Each member of a committee shall continue as much 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 council or with policies of the governing board.

**Section 5 –Quorum**

A majority, (51% or greater) of the members of the committee shall constitute a quorum, unless otherwise determined by the council. 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 V**

**Meeting of the School Site Council**

**Section 1 – Regular Meetings**

The McKinley School Site Council shall meet regularly at least once per month or a minimum of eight 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 –Notice of Meetings**

Written public notice of all meetings shall be given at least 72 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 or email to each member not less than 72 hours prior to the date of such meeting.

**Section 4 –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 5 – Quorum**

The presence of 51% of the total membership shall be required in order to constitute a quorum necessary for the transaction of business of the council.

**Section 6 –Conduct of Meetings**

Meetings of the council shall be conducted in accordance with the *Robert’s Rules of Order* or an adaptation thereof approved by the council.

**Section 7 –Meetings Open to the Public**

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

**ARTICLE VI**

**Amendments**

An amendment of these bylaws 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 the council members at least 72 hours prior to the meeting at which the amendments is to be considered for adoption.