

**NORMAL HEIGHTS ELEMENTARY SCHOOL
BYLAWS
SCHOOL SITE COUNCIL**

**ARTICLE I
Name of Council**

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

**ARTICLE II
Role of the Council**

The responsibilities of the School Site Council shall include: consider of participation and/or continuation of the School Based Coordinated Program; develop and recommend a school site plan as described in SDUSD Procedure 9060 section C.4.e.; establish a new budget and, if necessary, make other modifications in the plan to reflect changing needs and priorities. 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

The needs and resources of the School Based Coordinated 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, teachers selected by teachers at the school, or 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 equal balance between (a) the principal, classroom teachers, and other school personnel and (b) parents or other community members selected by parents. Each group will constitute 50% of the total. Past chairpersons may remain ex-officio members without the privilege of a vote.

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 the 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. Members may run for a second two year term after the completion of the first one or two year term. Members are limited to two consecutive two year terms for a total of four consecutive years. After one year off, members may run again. If there are no interested candidates, members may serve more than two consecutive terms.

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 meets 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 three consecutive months / meetings.

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 or verbal 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, vice 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. The chair may sign letters, reports, and other communications of the school site council. The chair shall also appoint special committees and call caucuses. 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. These duties may include, but are not limited to, conferring with the principal and set the agenda. The chair shall be a

member ex officio of all committees except the nomination committee. The chairperson may appoint non members to a committee if deemed necessary or desirable by the chair.

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 from time to time may be assigned by the chairperson or by the school site council.

Section 7 – Recorder

The recorder shall keep the minutes of the meetings, both regular and special, of the governing board and shall promptly transmit to each of the members, and to such persons as the school site council may deem, true and correct copies of the minutes of such meeting; 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 for the school site council which shall be furnished to the recorder by such a member; be prepared to refer to minutes of previous meetings; and, in general, perform all duties incident to the office of recorder and such duties as from time to time may be assigned 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.

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 it 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.. It is recommended that a minimum of eight meetings be held per year, with the first meeting held by October 31st. The regularly scheduled meeting will be agreed upon by the school site council at its first yearly meeting. The meeting shall not exceed two hours unless a consensus is reached to extend the meeting.

Section 2 – Special Meetings

Special meeting 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 71 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 no 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 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 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 Robert's Rules of Order or in accordance with 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.