

LOS CERRITOS MIDDLE SCHOOL SCHOOL SITE COUNCIL BYLAWS

ARTICLE I Name of Council

The name of this council shall be the Los Cerritos School Site Council (hereinafter referred to as “SSC”).

ARTICLE II Role of Council

The school improvement plan, including a budget, shall be developed and recommended by the School Site Council. The School Site Council, following approval of a school improvement 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 school improvement program and to assess periodically the effectiveness of such a program. Modifications or any improvement to the plan or budget 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 1- Size and Composition

The School Site Council shall be composed of 16 members.

The needs and resources of the school improvement program require that membership include broad representation of parents, students, and staff, including all socioeconomic ethnic groups represented in the school attendance area. Representation on the council shall be in accordance with the guidelines for School Site Councils as determined by the Conejo Valley Unified School District Board of Directors. The Los Cerritos SSC membership shall be composed as follows:

1. One (1) principal or representative of the school administration;
2. Six (6) representatives of teachers selected by teachers at the school;
3. One (1) other school personnel selected by other school personnel at the school;
4. Six (6) parents of pupils attending the school selected by such parents. Four (4) of the parents shall be full members of the SSC and two (2) of the parents shall serve as alternate members; and
5. Six (6) pupils selected by pupils attending the school. Four (4) of the pupils shall be full members of the SSC and two (2) of the pupils shall serve as alternate members.

The council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel [eight members]; and (b) equal numbers of parents and pupils [eight members].

Classroom teachers shall constitute the majority of those persons representing school staff.

Council members representing parents and/or community members may be employees of the school district but may not serve as a parent representative at the site of employment.

Section 2- Term of Office

All members of the council shall serve for a two-year term with the exception of student representatives. Students shall serve up to three years. 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.

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(s) shall vote in the absence of the representative(s). 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 he or she was elected; e.g., a parent becomes employed by the district at the school. Any member who has three consecutive unexcused absences from regular meetings shall have their membership automatically terminated. The council, by affirmative vote of two-thirds of all the members, can suspend or expel a member.

Section 5- Transfer of Membership

Membership in the SSC is not transferable or assignable.

Section 6- Resignation

Any member may resign by filing a written resignation with the SSC Chairperson.

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 SSC shall be a chairperson, vice-chairperson, secretary, and such other officers as the council may deem desirable.

Section 2- Election and Term of Office

The officers of the SSC shall be elected annually and shall serve for one year or until each successor has been elected.

Section 3- Removal

Any officers may be removed by a two-thirds vote of all members of the SSC 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 SSC for the unexpired portion of the term.

Section 5- Chairperson

The chairperson shall preside at all meetings of the SSC and may sign all letters, reports, and other communications of the SSC. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the SSC from time to time.

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 SSC.

Section 7- Secretary

The secretary 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 other persons as the SSC may deem, true and correct copies of the minutes of such meetings; see that all notices are duly given in accordance with the provision of these bylaws; be custodian of the SSC records; keep register of the address and telephone number and email address of each member of the SSC which shall be furnished to the secretary by such member, and in general, perform all duties incident to the office of

secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the SSC.

ARTICLE V Committees

Section 1- Standing and Special Committees

The SSC 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 SSC.

Section 2- Membership

Unless otherwise determined by the SSC in its decision to establish a committee, the chairperson of the SSC shall appoint members of 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 SSC or with policies of the governing board.

Section 5- Quorum

Unless otherwise provided in the decision of the SSC 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 SSC

Section 1- Regular Meetings

The SSC shall meet regularly at least once per month, on the first Wednesday morning of each month.

Section 2- Special Meetings

Special meetings may be called by the chairperson or by majority vote of the SSC.

Section 3- Place of Meetings

The SSC 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.

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 meetings; 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- Decision(s) of the SSC

All decisions of the SSC 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 SSC. No decision of the SSC 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 SSC 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 SSC and of its standing or special committees shall be open at all times to the public.

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