

MADRONA ELEMENTARY SCHOOL

SCHOOL SITE COUNCIL
BY-LAWS

October 3, 2012
Amended 10/30/14

Article I. NAME

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

Article II. PURPOSE

The purpose of this council shall be:

1. To develop and recommend the Single School Plan. Development of this plan shall be based on the council's assessment of the needs of the school and its students.
2. To have communications between school and the neighborhood and the community we serve.
3. Following the approval of the Single School Plan by the School District governing board, to have ongoing responsibility to review with the principal, teachers and other school personnel the implementation of the Single School Plan and to assess periodically the effectiveness of the program.
4. Establish a Single School Budget consistent with the Education Code and the Single School Plan.
5. To make modifications in the plan to reflect changing needs and priorities.
6. To carry out all other duties and take other actions as required in the District Master plan for Single School Plans and School Site councils (393.91 and 393.92) and the Education Code of the State of California.

Article III. MEMBERSHIP

1. The membership of the School Site council shall be composed of members as set forth on page 2 in the Single School Plan.
2. Council membership shall, as required by law, provide parity between school personnel and persons not employed by the School District at the same school. Full-time District employees are not eligible to be a "parent" member on any School Site Council, regardless of the location of their employment.

Article IV. NOMINATIONS AND ELECTIONS

1. Written notification of the election of the parent/community members shall be sent out twice, prior to the election held in May.
2. If more parents volunteer for the open positions than there are positions, a general election will be held. A written ballot shall be sent to all parents and will include a brief resume stating reasons for desire and willingness to serve.
3. Candidates receiving the largest number of votes shall be elected as members. The records shall be maintained as part of the formal minutes. Remaining candidates may serve as alternates. At least two alternates shall be listed in the minutes ranked by the number of votes received. This ranking shall serve as the method by which an alternate becomes a member, should an elected parent/community member vacate their position during the school year.
4. Selection of staff members will be held at a staff meeting in August.

Article V. TERM OF OFFICE

1. It is a goal that the term of office of parent/community members shall be for two years. One-year terms may be used, however, in order to ensure that turnover of membership is staggered.
2. At the conclusion of a parent/community member's elected term, at least one year shall elapse before such member may be elected to a new term. That member may continue to attend SSC meetings as an alternate during that year.
3. The Madroña staff shall determine term of office for school personnel members. The term may be, but is not limited to, a length of two years.

Article VI. OFFICERS

The officers of the School Site Council shall be a chairperson, a vice-Chairperson, and a secretary.

Article VII. ELECTION OF OFFICERS

1. All officers shall be elected at the May meeting and shall assume their duties at the conclusion of the school year. Officers shall be elected by a majority vote and shall serve for one year or until each successor has been elected. Members may be re-elected to the same office for one succeeding term.

2. Should an officer resign before a new election is to be held, the chairperson shall appoint a member in good standing to assume the office until the next regular election.

Article VIII. DUTIES OF OFFICERS

- Chairperson: It shall be the duty of the chairperson to preside at all meetings, prepare an agenda, appoint all committees, sign all letters, reports, and communications, and guide the School Site Council.
- Vice-Chairperson: It shall be the duty of the vice-chairperson to assume the duties of the chairperson in the event of that person's absence or disability. The vice-chairperson shall perform other duties as assigned by the Site Council.
- Secretary: The secretary shall keep all minutes of all meetings and prepare copies for distribution. The secretary shall keep all records of the council.

Article IX. DUTIES OF THE COUNCIL MEMBERS

It shall be the duty of all council members to:

1. Attend all meetings.
2. Serve on such committees as are considered necessary.
3. Termination of membership will occur upon absence from three (3) unexcused meetings. Replacement will occur at the third absence.

Article X. DISTRICT ADVISORY COUNCIL REPRESENTATIVE, GATE DISTRICT ADVISORY COUNCIL REPRESENTATIVE, ELAC REPRESENTATIVE

Persons shall be chosen to represent Madroña as a District Advisory council (DAC) representative, a GATE District Advisory Council (GATE DAC) representative and an English Learners Advisory Council (ELAC) representative. These persons can be, but do not need to be, elected members of the SSC. These representatives will be selected by SSC. These representatives shall attend the appropriate meetings and SSC meetings and act as liaisons between the groups, reporting relevant information from one to the other.

Article XI. MEETINGS OF THE SCHOOL SITE COUNCIL

1. A minimum of eight (8) meetings will be held annually. These meetings will be held on a monthly basis at a time agreed on by the members. Notice of meetings and agendas will be sent out to

members and posted for the general school body two (2) days prior to the meetings.

2. A simple majority shall constitute a quorum.
3. All regular and special meetings of the School Site council and of its standing or special committees shall be open to the public.
4. All meetings shall be conducted using Robert's Rules of Order.
5. Public comments will be heard upon receipt of a completed Public Comment Card. Comments are limited to three (3) minutes per person.

Article XII. VOTING

1. Each member shall be entitled to one vote and may cast that vote on each matter coming before the council for considerations and voting.
2. Alternates may vote only in place of absent members.
3. Absentee or proxy votes shall not be considered.

Article XIII. VACANCY

An alternate from the previous election shall fill any vacancy on the council for the remainder of the term. Should there be no alternates, the chairperson, with the approval of the council, shall appoint someone to fill the position.

Article XIV. AMENDMENTS

These by-laws may be amended by a two-thirds vote of the membership.