



Approved: 9/29/23

Del Valle Elementary 23-24

BYLAWS FOR THE SCHOOL SITE COUNCIL

ARTICLE I

Role of the Council

The school site council shall carry out all duties and responsibilities assigned to it by the policies and guidelines of the Hacienda La Puente School District.

ARTICLE II

Members

Section 1 – Method of Selection

Elections for membership on the school site council will be held prior to participation in any program requiring a school site council. Parent members will be selected as follows:

1. The principal will appoint a nominating committee of five parents. In addition, the principal shall serve in an advisory capacity to the committee. We will nominate 5 parents and the top 3 will serve as members. 2 will be alternates.
2. The nominating committee will report its nominees for membership at a meeting for parents called by the principal. There will be opportunity for nominees from the floor.
3. All nominees must be contacted prior to nomination to ensure that they understand the duties of membership and are willing to serve if elected.
4. Voting will be by Google Forms and distributed to families with opportunity for write-in candidates. Via their email and written forms in the office.
5. Selection will be by greater plurality vote of all ballots returned or submitted online..

Teacher members will be selected as follows:

1. The principal will appoint a nominating committee of three teachers and two alternates. We will also have one classified staff member in the committee. The principal will establish a meeting for the election.

2. The teacher will advise in advance through the regular communication channels of the meeting to elect members.
3. Teacher members of the school site council will be elected by greater plurality vote at the meeting set for this purpose.

“Other school personnel” members, as defined in the law, will be elected as follows:

1. The principal will establish a meeting for the election of other school personnel.
2. All “other school personnel” will be advised in advance through regular communication channels of the meeting to elect members.
3. “Other school personnel” members of the school site council will be elected by a greater plurality vote at the meeting for this purpose.

Student members will be selected as follows if and when it applies to Del Valle:

1. The student government group will serve as the nominating committee.
2. A greater plurality vote at a general student body election, with opportunity for write-in candidates, will determine membership on the school site council.

Section 2 – Term of Office

All members of the council shall serve a two-year term.

Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast their vote on each matter submitted to a vote of the council. Proxy or absentee ballots shall not be permitted.

Section 4 – Termination of Membership

A member shall no longer hold membership should he or she cease to have children in the school, stops working at the school, or no longer meets the membership requirements under which he or she was selected, e.g., a parent becomes employed by the district.

Membership shall automatically terminate for any member who is absent from three consecutive regular meetings. The council by affirmative vote of two-thirds of all of the members can suspend or expel a member for actions that go beyond those responsibilities set in policy by the board of education.

Section 5 – Vacancy

Vacancies on the school site council will be filled by the council itself. A vacancy in either of the two subdivisions; parent/student or school personnel, will be filled by a majority vote of that subdivision in which the vacancy occurs. Any vacancy on the SSC occurring during the term of a duty elected member shall be filled by a new member selected in an appropriate manner (e.g., regular elections; appointment of the SSC for the period of time until the next regular election; or the seating of a previously elected alternate member to fill the remainder of the term of the vacant seat).

Section 6 – Alternates

Alternates can be selected at the discretion of the school site council. Alternates will be able to vote in the absence of any officers.

ARTICLE III

Officers

Section I – Officers

The officers of the school site council shall be a chairperson, vice-chairperson, secretary, and such other officers, as the council may deem desirable. A vacancy in any office shall be filled at the earliest opportunity by a special election of the SSC for the remaining portion of the term of office.

Section 2 – Election and Term of Office

The officers of the school site council shall be elected annually by the members of the council and shall serve for two years. Elections will be held within the First Month of the beginning of the new school year.

Section 3 – Vacancy

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

Section 4 – Chairperson

The chairperson shall preside at all meetings of the school site council and may sign all letters, reports, and other communications of the school site council. 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.

Section 5 – 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 6 – Secretary

The secretary shall keep the minutes of the meetings, both regular and special, of the school site council and shall promptly transmit to each of the members, to the school district superintendent, and to such other persons as the school site council may deem appropriate, copies of the minutes of such meetings; maintain council records at the school site; keep a register of the address and telephone number of each member of the school site council 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 school site council.

ARTICLE IV

Meetings of the School Site Council

Section 1 – Regular Meetings

The school site council shall meet regularly at least five times during the school year. All meetings will be open sessions with opportunity to address the council.

Section 2 – Adjourned Meetings

An adjourned meeting can be called at the end of a regular meeting to complete agenda items on a newly established meeting date. All adjourned meetings will be open sessions with opportunity to address the council.

Section 3 – Special Meetings

Special meetings may be called by the chairperson or by majority vote of the school site council, with notice sent to the parents 48 hours in advance of the meeting. All special meetings will be open sessions with opportunity to address the council.

Section 4 – Place of Meetings

The school site council shall hold its regular meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.