

Mills High School ~ Mills Planning Council (SSC)



Bylaws

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San Mateo Union High School District

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Article I: Duties of the MPC

The SSC of Mills High School, herinafter referred as the MPC, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed SPSA from all school advisory committees
- Develop and approve the SPSA and related expenditures in accordance with all state and federal laws and regulations
- Recommend the SPSA and expenditures to the governing board for approval
- Provide ongoing review of the implementation of the SPSA with the principal, teachers and other school staff members
- Make modifications to the SPSA whenever the need arises
- Submit the modified SPSA for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures
- Annually (and at each semester) evaluate the progress made toward school goals to raise the academic achievement of all students
- Carry out all other duties assigned to the MPC by the district governing board and by state law

Article II: Members

Section A: Composition

The MPC shall be composed of 15 members, selected by their peers, as follows:

- Four classroom teachers (certificated employees who teach in the classroom)
- Two other school staff members (certificated, administrative or classified staff)
- Four parents, guardians or community members
- School principal shall be an ex officio member of the MPC

Section B: Term of Office

MPC members shall be elected for 2 year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the MPC, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the MPC. Absentee ballots shall not be permitted.

Section D: Termination

The MPC may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the MPC chairperson.

Section E: Transfer of Membership

Membership on the MPC may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the MPC occurring during the term of a duly elected member shall be filled by a new member selected in an appropriate manner (e.g. regular elections; appointment of the MPC for a 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).

Article III: Officers

Section A: Officers

The officers of the MPC shall be a chairperson, vice-chairperson, secretary, and other officers the MPC may deem desirable.

The chairperson shall:

- Preside at all meetings of the MPC
- Sign all letters, reports, and other communications of the MPC
- Perform all duties incident to the office of the chairperson
- Have other such duties as are prescribed by the MPC

The vice-chairperson shall:

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence

The secretary shall:

- Keep minutes of all regular and special meetings of the MPC
- Transmit true and correct copies of the minutes of such meetings to members of the MPC
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the MPC
- Keep a registrar of the names, addresses and telephone numbers of each member of the MPC, the chairpersons of school advisory committees and others with whom the MPC has regular dealings, as furnished by those persons
- Perform other such duties as are assigned by the chairperson or the MPC

Section B: Election and Terms of Office

The officers shall be elected annually at the first meeting of the MPC and shall serve for one year, or until each successor has been elected.

Section C: Removal of Officers

Officers may be removed from office by a two-thirds vote of all members.

Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the MPC for the remaining portion of the term of office.

Article IV: Committees

Section A: Subcommittees

The MPC may establish and abolish subcommittees of its own membership to perform duties as shall be prescribed by the MPC. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the MPC.

Section B: Other Standing and Special Committees

The MPC may establish and abolish standing or special committees with such composition to perform such duties as shall be prescribed by the MPC. No such committee may exercise the authority of the MPC.

Section C: Membership

Unless otherwise determined by the MPC, the MPC chairperson shall appoint members of the standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

Section D: Terms of Office

The MPC shall determine the terms of office for members of a committee.

Section E: Rules

Each committee may adopt rules for its own government and not inconsistent with these bylaws or rules adopted by the MPC, or policies of the district governing board.

Section F: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the MPC. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

Article V: Meetings of the MPC

Section A: Meetings

The MPC shall meet regularly on the second Wednesday of each month with no meeting in January following Winter Break. Special meetings of the MPC may be called by the chairperson or by a majority vote of the MPC.

Section B: Place of Meetings

The MPC shall hold its regular meetings in the Principal's Conference Room at Mills High School. Alternate meeting places may be determined by the chairperson or by the majority of vote of the MPC.

Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting and posted on the school's website. Changes in the established date, time, or location shall be given special notice. All meetings shall be publicized on the school's website under "School Site Council."

All required notices shall be delivered to the MPC and committee members no less than 72 hours and no more than two days in advance of the meeting, personally or by e-mail.

Section D: Quorum

The act of a majority of the members present shall be the act of the MPC, provided a quorum is in attendance, and no decision may otherwise be attributed to the MPC. A majority of the members of the MPC shall constitute a quorum.

Section E: Conduct of Meetings

Meetings of the MPC shall be conducted in accordance with the rules of order established by California EC Section 3147(c) and with *Robert's Rules of Order* or an adaptation thereof approved by the MPC.

Section F: Meetings Open to the Public

All meetings of the MPC, and of committees established by the MPC, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article

Article VI: Amendments

An amendment of these bylaws may be made at any regular meeting of the MPC by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to MPC members at least two days prior to the meeting at which the amendment is to be considered for adoption.