



Oroville High School School Site Council Bylaws

ARTICLE I – NAME OF THE COUNCIL

The name of this council shall be the Oroville High School Site Council. Hereinafter, the School Site Council may be referred to as the SSC.

ARTICLE II- ROLE OF THE COUNCIL

The School Site Council is required, under state law, to serve as the school community representative body for determining the focus of the school's academic instructional program and all related categorical resources. The SSC will:

- Analyze and evaluate the academic achievement of all students in the school.
- Obtain recommendations from the school site advisory, standing, and special committees regarding the focus of the *School's Single Plan for Student Achievement*.
- Develop and approve the school plan and all related proposed expenditures in accordance with all state and federal laws and regulations.
- Recommend the school plan, including related budget expenditures, to the local governing board.
- Provide ongoing monitoring of the implementation of the plan with budgets/expenditures.
- Revise the school's plan, including expenditures, timelines, and evaluation criteria, as needed.
- Participate in all local, state, and federal reviews of the school's program for compliance and quality.
- Annually, (and at each semester, quarter, etc.), evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the council by the district governing board and by state law.

ARTICLE III - MEMBERS

Section I: Size and Composition (EC 52012, 52852 and 54724)

The School Site Council shall not be composed of less than 12 nor more than 16 voting members.

The needs and resources of the Single Plan for Student Achievement require that membership shall include broad representation of parents, students, and staff, including all socioeconomic and ethnic groups represented in the school attendance area. Representation on the council shall be: the Principal, representatives of teachers selected by teachers at the school, other school personnel selected by other school personnel at the school, parents of pupils attending the school selected by such parents, and pupils selected by pupils attending the school. The council shall be constituted to ensure parity between (a) the Principal, classroom teachers, and other school personnel; and (b) equal numbers of parents and pupils. 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 (EC 52852 and 54722). Elections will be conducted with an at large meeting of parents and community members representative of the school. Ballots will be distributed with interested candidate's names. The Principal will collect and tally votes, with the individuals with the greatest number of votes being selected to represent the parent group.

It should be noted that if parents choose to select community members to fill one or more of the parent positions, it is only the parents that may participate in the selection process. However, once a community member is selected to fill the parent position, that person is a full and equal member of the SSC for all other purposes.

Section 2: Term of office

Council members shall be elected 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.

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. An alternate representative may not cast a vote in the absence of the selected member. Absentee ballots shall not be permitted.

Section 4: Termination of Membership

A member shall no longer hold membership should he/she cease to be a resident of the area or no longer meets the membership requirements under which he/she was 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 meetings.

The SSC, by an affirmative vote of two-thirds of all the members, can suspend or expel a member.

Section 5: Transfer of membership

Membership on the council may not be assigned or transferred.

Section 6: Resignation

Any member may resign by submitting a written letter of resignation to the Principal who will submit it to the SSC.

Section 7: Vacancy

Any vacancy on the Council shall be filled for the remainder of the school year by appointment of the School Site Council (recommendation that the candidate is a member of a Focus Group or the Staff Advisory committee or Parent PTSA).

ARTICLE IV – OFFICERS

Section 1: Officers

The officers of the council shall be: chairperson, vice-chairperson, secretary, any other officers 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 of Officers

Any officer may be removed from their office by a two-thirds vote of all members sitting on the SSC whenever, in the judgement of the council, the best interests would be served thereby.

Section 4: Vacancy in an Officer Position

A vacancy in any office because of resignation, removal, disqualification, death, or otherwise shall be filled for the remainder of the officer's term. A vacancy in any office shall be filled by a special election of the SSC. This special election will be included in the posted meeting agenda.

Section 5: Duties of Officers

The chairperson shall:

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

The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his or her absence.
- Perform other duties as from time to time may be assigned by the chairperson or by the SSC.

The secretary shall:

- Keep minutes of all regular and special meetings of the council.
- Transmit true and correct copies of the minutes of such meetings to members of the council.
- Provide all notices in according with these bylaws.
- Be custodian of the records of the council.
- Keep a register of the names, addresses and phone numbers, and term of office for each council member, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the council.

ARTICLE V – COMMITTEES

Section 1: Standing and Special Committees

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. All appointed individuals and committees serve at the pleasure of the SSC and are advisory to it. No standing or special committee may exercise the authority of the Council.

Section 2: Standing and Special Committee Membership

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

Section 3: Standing and Special Committee 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: Standing and Special Committees Rules

Each committee will establish procedural rules that are consistent with the SSC bylaws and district governing board.

ARTICLE VI – MEETINGS OF THE SCHOOL SITE COUNCIL

Section 1: Meetings

The council shall meet regularly at least once per month during the school year with no less than eight meetings during the school year.

Section 2: Special Meetings

The chairperson may call special meetings of the council by majority vote of the council. All meetings must be open to the public.

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, including handicapped persons.

Section 4: Notice of meetings

Written public notice shall be given of all meetings at least seventy-two 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, by email, or by mail to each member no less than seventy-two hours and no more than two weeks prior to the date of such meeting.

Section 5: Decisions of the School Site Council

All decisions of the 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 50 percent plus one (1) of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the School Site Council. No decision of the School Site Council 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 council shall be conducted in accordance to the rules of order established by EC Section 35147 (c), and the *Robert's Rules of Order* or an adaptation thereof approved by the council.

Section 8: Meetings open to the public

All meetings of the council, and committees established by the council, shall be open to the public. Any member of the public shall be able to address the SSC during the meeting on any item within the subject matter jurisdiction of the SSC. Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the SSC on any item of interest to the public, before or during the SSC consideration of that item.

The SSC may not take any action on any item of business unless that item appears on the posted agenda or unless council members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the SSC subsequent to the posting of the agenda.

Each meeting agenda will include a time for public comment. The SSC will provide opportunities for the public to comment on matters that are not on the agenda, but no action may be taken by the SSC.

The minutes of the SSC are public records and are available to the public.

Section 9: Dispute of Interpretation of Bylaws

Any dispute in the interpretation of bylaws will be decided with a majority vote of the members in attendance of a regularly scheduled meeting that consists of a quorum.

Section 10: Uniform Complaint Procedures

The SSC shall participate in training about the district's uniform complaint procedures. If any SSC member or member of the public believe that the SSC has taken an action that is in violation of the legal authority, the individual or group may file a uniform complaint form with the district.

ARTICLE VII – BYLAW AMENDMENTS

Bylaw changes shall be recommended at a regularly scheduled meeting and published for review of all members prior to the voting taking place at the regularly scheduled meeting. Bylaws will be amended with a 2/3 vote of a Quorum of elected members