

Archie Williams Site Council By laws

Revised and adopted March 9, 2022

1. PURPOSE

1.1 Archie Williams Site Council is one of Archie Williams High School's leadership bodies whose main purpose is to advise and inform on issues facing the school community. The Site Council is composed of members from all stakeholder groups. The Archie Williams Site Council must adhere to California education code and any TUHSD board policies and contractual agreements. Areas of decision making for the Site Council shall pertain to the following areas of the school community:

- Student health and welfare
- School climate issues
- State categorical budgets
- School calendar and special schedules (adjusting bell schedule)
- Community issues that need all stakeholders' input

1.2 The scope of responsibilities of the Archie Williams Site Council is limited only by contractual agreement, board policy and Education Code. The Archie Williams Site Council shall meet one Wednesday of each month or at other times deemed necessary by the membership. At the first meeting of the year, the council will decide what the start times shall be. Any meeting that goes longer than 90 minutes needs to have a vote to extend time beyond that 90 minutes. A quorum of the Site Council shall be a simple majority of members.

2. MEMBERSHIP

2.1 The Archie Williams Site Council shall consist of the following representatives: Principal or Designee (1), Teachers at Large (6), Classified Members (2), Students (5), Parents/Guardians (4). One of the five (5) student members shall be a member of ASB and elected per the ASB constitution.

2.2 Any Site Council Representative who is unable to attend a meeting may select an alternate of the same constituency to represent and vote for them.

3. ELECTION PROCEDURE FOR TEACHERS AT LARGE

3.1 Election of Teachers-at-large will be held during May each year by ballot. Credentialed teachers and counselors are eligible for teacher-at-large positions. All credentialed teachers and counselors may vote. An election will be held only if more than six staff members submit their names. Vote tally will be verified by Administration and TFT Building Rep.

- Teachers-at-large terms will be for one year.
- If a teacher-at-large vacates the position within a term, a special election will be held within two weeks and the new teacher leader shall complete the term of the former teacher leader.

4. ELECTION PROCEDURE FOR PARENT/GUARDIAN MEMBERS

4.1 Parent/guardian representatives will be elected in the fall for a two-year term. Terms will expire in alternating years so that not all parent members are new. An election will be held only if more parents/community members submit their names than open positions.

- Parent/Community Members shall be elected at the beginning of the school year. The election shall be held on or before Back-to-School Night or another scheduled Fall parent school-wide meeting.
- Parent/Community Members who are unable to attend a Site Council meeting may select an alternate to represent them.

5. ELECTION PROCEDURE FOR STUDENTS

5.1 Student-at-Large Members

- Four (4) Student-at-Large members shall be elected in September each year.
- An election will be held only if more than four students submit their names.
- One (1) student ASB member will be elected following the ASB constitution.
- Student terms shall run from September to June.

6. ELECTION PROCEDURE FOR CLASSIFIED REPRESENTATIVES

6.1 The Classified representatives shall be elected according to Article X, Section H of the agreement between the classified bargaining unit and the District.

7. PROCEDURE FOR MAKING DECISIONS

Student and parent/guardian representatives should solicit feedback from their constituencies, as feasible.

7.1 By simple majority.

7.2 All members of the Site Council will have one vote each.

7.3 The Site Council shall use **Robert's Rules of Order**, with the exception that the Site Council does not permit executive sessions.

7.4 The minutes of meetings shall show the names of the persons making and seconding the motion and the result of the vote.

7.5 Abstentions are counted and noted, but not as a "yes" or "no" vote. An abstention does not affect the voting result. A member has a right to abstain and cannot be compelled to vote. A member has an obligation to abstain if he or she has a direct personal interest in the matter that amounts to a legal conflict of interest.

8. AGENDA

8.1 Any member of the Archie Williams community may submit agenda items. It is recommended that items be submitted through a Site Council representative on the appropriate form.

8.2 Agenda items shall be submitted to the Principal's office by form or email by 11:00 a.m. on the Wednesday preceding a scheduled meeting.

8.3 The form to submit an item is found on our school website under the Community tab > Site Council.

8.4 The Principal or designee will categorize and order the agenda by the Friday prior to the Wednesday meeting.

8.5 Agendas will be emailed to all site council members and posted on our website.

8.6 Any time-sensitive item not agendized will be brought to the attention of the Principal or designee. The facilitator and Principal (or designee) will determine if the agenda item needs to be on the current agenda.

8.7 Public Comment shall be offered towards the beginning of the agenda with no less than two minutes limit per comment.

9. COMMITTEES

- Committees will be appointed ad hoc as needed.

10. MINUTES

- Minutes shall be kept of each meeting of the Archie Williams Site Council and shall be distributed with the agenda for the next meeting.
- Minutes will be posted on the website once they are approved by the Site Council.

11. BY-LAWS

- By-laws can only be amended by a two-thirds vote of the Archie Williams Site Council.
- Site council members will review the by-laws annually.

12. MEETING FACILITATION

- Meetings shall be chaired by a facilitator. Any *Archie Williams Site Council* members interested in facilitating shall self-nominate at the first meeting of the year and a schedule will be created.

By/laws adopted 11/24/92 and revised 9/14/93, 12/14/94, 11/29/95, 10/28/98, 10/25/00,
11/29/00, 11/12/03, 1/14/04, 4/28/04, 1/12/05, 5/10/06, 5/9/07, 9/12/07, 9/10/08, 9/29/10,
10/16/13, 4/30/14, 3/9/22