

# Theodore Roosevelt Elementary School Site Council By-Laws

## ARTICLE I-NAME OF COUNCIL

The name of this committee shall be the Theodore Roosevelt Elementary School Site Council, hereinafter referred to as "SSC".

## ARTICLE II-PURPOSE OF SSC

SSC shall carry out the following duties in support of Theodore Roosevelt Elementary School, hereinafter referred to as "Roosevelt ES":

- Develop the Single Plan for Student Achievement ("SPSA")
- Approve the SPSA
- Review implementation and effectiveness of the SPSA
- Provide input to principal about important decisions and issues affecting the school community
- Carry out other duties assigned by the Burbank Unified School District's Board of Education and California State Law

## ARTICLE III-MEMBERSHIP OF SSC

SECTION 1: Composition-SSC shall be composed of ten individuals: Roosevelt ES principal, three teacher representatives (selected by teachers at Roosevelt ES), one other personnel (selected by other school personnel at Roosevelt ES), and five parents of students attending Roosevelt ES or community members (selected by parents at Roosevelt ES). SSC shall be constituted to ensure parity between staff (principal, teachers, and other school personnel) and parents or other community members.

SECTION 2: Election-SSC elections will be managed by the principal and records will be maintained for seven years. A separate election for each category of representative (teacher, other personnel, and parent or community member) will be held to fill vacant positions by majority vote of each group. Each teacher will be granted one vote per teacher vacancy; each other school personnel will be granted one vote per other school personnel vacancy, and each parent/guardian will be granted one per parent/community member vacancy. Elections will be held prior to the first SSC meeting of each school year. Elections will also provide an opportunity for voters to select a write-in candidate. In case of a tie for any representative, the winner will be determined by a coin toss. Any teacher, other school personnel, or parent or community member desiring to be an SSC representative may be included in an election by written request submitted to the chairperson or principal by the deadline for candidacy.

SECTION 3: Term of Office-SSC members shall be elected for two-year terms, commencing at the call-to-order of the first SSC meeting of the school year and concluding with the adjournment of the last SSC meeting of the second year of the elected term. 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 SSC, each member's current term of office shall be recorded in the minutes of the meeting.

SECTION 4: Voting Rights- Each member is entitled to one vote and may cast that vote on any matter submitted to a vote. Absentee ballots and voting-by-proxy shall not be permitted. Votes shall be based on majority unless otherwise specified in SSC By-Laws. All voting, unless otherwise specified in SSC By-Laws, shall be subject to a majority of voting SSC members when quorum is present (see ARTICLE VI/SECTION 2 for definition of quorum). Any member may abstain from voting on any matter presented to SSC.

SECTION 5: Duties of SSC Members-It shall be the duty of all SSC members to:

- Attend all meetings and notify Chairperson or principal of expected absence from meeting
- Accept positions as officers, special committee member, or sub-committee member when appointed or elected, unless unable to carry out the duties entailed

SECTION 6: Termination of Membership-SSC 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 which will only be accepted by submitting a written letter of resignation to SSC Chairperson or principal. A member shall no longer hold membership should he or she no longer meet the membership requirements under which he/she was elected. (For example, a parent becomes a teacher). Membership shall automatically terminate for any member who is absent from all regular meetings for a period of two consecutive months without prior notification to SSC Chairperson or principal. In the case of an emergency, a reasonable explanation conveyed to an SSC member prior to the next scheduled regular council meeting shall constitute an excused absence.

SECTION 7: Vacancy-Any vacancy on the council occurring during the term of an elected member shall be filled by appointment of the individual(s) with the next highest votes in the immediate past election or by nomination followed by appointment at the discretion of the council. Membership on SSC may not otherwise be assigned or transferred.

#### ARTICLE IV-OFFICERS

SECTION 1: Selection of Officers-SSC officers shall be Chairperson, Vice-Chairperson, and Secretary. Officers shall be selected annually by majority vote of SSC members immediately following the call-to-order of the first SSC meeting of the school year and shall serve a term of one year. Officers shall assume responsibility for their roles immediately following selection. A vacancy in any office shall be filled at the earliest opportunity by nomination and vote of SSC for the remainder of the term of office.

SECTION 2: Duties of the Officers-Duties shall be:

- Chairperson-The Chairperson shall:
  - Preside at all meetings of the council
  - Sign all letters, reports, and other communications of the council
  - Fulfill other duties as assigned by SSC By-Laws or by majority vote of SSC
- Vice-Chairperson-The Vice-Chairperson shall:
  - Substitute for the Chairperson in his/her absence
- Secretary-The Secretary shall:

- Record and keep the minutes of all regular and special meetings of SSC
- Transmit copies of the minutes of such meetings to members of the council
- Substitute for the Chairperson if he/she and Vice-Chairperson are not in attendance

SECTION 3: Absence of Officers-In the absence of the Chairperson, Vice-Chairperson, and Secretary, the principal shall serve as the Chairperson for the purpose of conducting the business of SSC.

SECTION 4: Removal of Officers-Any officer may be removed from office by a two-thirds vote of SSC.

#### ARTICLE VI-MEETINGS

SECTION 1: Meeting Dates and Times-Regular SSC meetings shall be held monthly at Roosevelt ES during months when school is in session. Meetings will be held outside of student attendance times.

SECTION 2: Posting of Agenda-Meeting agendas shall be posted for public viewing at least three days prior to the meeting date.

SECTION 3: Quorum-A simple majority of SSC members shall constitute a quorum.

SECTION 4: Open to the Public-Every regular monthly SSC meeting shall be open to the public and shall include an opportunity for public comment. The time limit for speakers during "Public Comment" shall not exceed five minutes. The Chairperson will direct the speaker to state his/her name for the record and the purpose of his/her comments. The Chairperson will also notify the speaker of the five minute time limit and that the council does not respond to Public Comment. The Chairperson can limit the comments to three minutes if there are numerous speakers addressing the same topic.

#### ARTICLE VII-AMENDMENT

These By-Laws may be amended at any regular meeting by a two-thirds vote of the members present. The proposed changes must be submitted to the SSC one regular meeting before they are to be voted on.

#### ARTICLE VIII-COMMITTEES

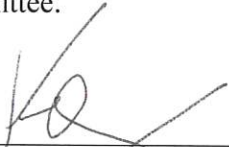
SECTION 1: Sub-Committees-SSC may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by SSC. The sub-committee shall include at least one member representing teachers and one member representing parents. No sub-committee may exercise the authority of SSC.

SECTION 2: Other Special Committees-SSC may establish and abolish special committees to perform such duties as prescribed by SSC. No such committee may exercise the authority of the council.

SUB-SECTION A: Special Committee Membership-SSC shall appoint members of special committees which may include non-SSC members. A vacancy on a special committee shall be filled by appointment made by the Chairperson.

SECTION 3: Special or Sub-Committee Term of Office-SSC shall determine the term of office for members of a special or sub-committee.

Signature of SSC Chairperson



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Date

9.9.21

Signature of Principal



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Date

9.2.21