

**Abraham Lincoln High School
San José, California
School Site Council**

Bylaws

Article I: Name

The name of this council shall be the School Site Council (SSC) of Abraham Lincoln High School, located in San José, California.

Article II: Purpose

The purpose of the SSC is to develop, review, and evaluate school improvement programs and school budgets. The activities of the SSC shall be directed towards improving the quality of education and academic achievement within the school.

Article III: Membership

1. **Composition:** The SSC shall be composed of twelve (12), with half being school staff and half being parents or other community members. School staff members shall include the principal, teachers, and other school personnel. Parent and community members must not be employed at the school. Community members may include students.
2. **Elections:** Members shall be elected by their respective peer groups, with teachers electing teachers, parents electing parents, and other staff electing other staff members.
3. **Term:** Each member shall serve for a term of two years, with the possibility of reelection.
4. **Vacancies:** In the event of a vacancy during the term, the SSC shall appoint a new member to serve for the remainder of the term.

Article IV: Officers

1. **Roles:** The officers of the SSC shall be a Chair, a Vice-Chair, and a Secretary, elected from among the council's members at the first meeting of the academic year.
2. **Duties:** The Chair shall preside at all meetings of the SSC, the Vice-Chair shall preside in the absence of the Chair, and the Secretary shall keep minutes of all meetings and perform all other duties pertaining to the office.

Article V: Meetings

1. **Regular Meetings:** The SSC shall meet at least six times during the school year. Additional meetings can be called by the Chair or by a majority vote of the SSC.

2. **Quorum:** A majority of the members of the SSC shall constitute a quorum for the transaction of business.
3. **Open Meetings:** All meetings shall be open to the public, and the public shall be notified of all meetings seventy-two (72) hours prior to the meeting by posting in a public area.
4. **Voting Rules:** The SSC shall operate under Robert's Rules of Order for all voting procedures, unless otherwise specified in these bylaws. All decisions shall be reached by the following methods:
 - **Motions:** A member must make a motion, which must then be seconded by another member, to bring any issue to vote.
 - **Discussion:** After a motion is made and seconded, it shall be open for discussion among the members. All discussions must remain focused on the topic of the motion.
 - **Voting Method:** Unless a roll call vote is requested by any member, voting shall be conducted by a show of hands or by voice. If a roll call vote is requested, the Secretary shall record the vote of each member.
 - **Majority Vote:** Decisions shall be made by a simple majority vote of the members present, provided there is a quorum, except for Amendments of the bylaws outlined in Article VI.
5. **Minutes:** The Secretary shall record the minutes of all meetings, capturing all motions, discussions, and votes. The minutes shall be approved by the SSC at the subsequent meeting.

Article VI: Responsibilities

1. **School Plan for Student Achievement:** The SSC shall annually review the School Plan for Student Achievement (SPSA) and recommend the plan to the district governing board for approval. Decisions on the SPSA must be made by a majority vote.
2. **Budget:** The SSC shall approve the plan for the expenditure of funds available to the school through state and federal programs by a majority vote as outlined in Article V, Paragraph Four (4).
3. **Evaluation:** The SSC shall regularly evaluate the effectiveness of the school's programs. This may require voting to adopt specific evaluation strategies or to approve evaluation reports.
4. **Amendments:** The SSC may amend these bylaws with a two-thirds vote of all members present at a regular meeting, provided there is a quorum, provided that the amendment proposal has been presented in writing at the previous regular meeting.

Article VII: Committees

The SSC may establish standing or temporary committees to support the work of the council. Each committee shall have a chair who reports its progress to the SSC.