

# CONCORD HIGH SCHOOL

## SITE COUNCIL

### BY – LAWS



*Updated 11/2/2023*

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# Article I

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## Duties of School Site Council

### **Section A: Duties**

The school site council of Concord High School, hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for and review of the proposed *School Plan for Student Achievement* from all school advisory committees
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations
- Recommend the plan and expenditures to the governing board for approval
- Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members
- Make modifications to the plan whenever the need arises
- Submit the modified plan 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, trimester, 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.
- The English Language Advisory Council (ELAC) may delegate its responsibilities to the school site council for a period of two years. At the end of two years, the principal must again form the school's ELAC, which may again consider delegating its responsibilities to the school site council. State mandated purposes of the ELAC are:
  1. To assist the school in writing a plan that explains, in detail, how the school will be helping students learn English.
  2. To assist the school in identifying the needs of students, parents, and teachers.
  3. To review data on English Language Learners (ELL) students' academic performance.
  4. To assist the school in identifying students who are learning English.
  5. To assist the school in communicating with parents (e.g., attendance).

## Article II

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### Members

#### **Section A: Composition**

The council shall be composed of twelve members, selected by peers, as follows:

- Five staff members. Four representatives of classroom teachers, one representative of other school personnel, selected by staff members of the school and by their respective peers.
- Three parents or community members; parents of pupils attending the school or other community members selected by parents.
- Three pupils. In secondary schools only, selected by pupils attending the school.
- The school principal shall be a voting member of council, not necessarily the chairperson.

At the secondary level, “classroom teachers” (e.g. Special Day Class teachers, Resource teachers, English Language Development (ELD) teachers delivering core curriculum or electives) shall comprise the majority of school teachers.

To ensure broad representation, “other school personnel” shall be interpreted to include such persons as classified (e.g. clerical, instructional assistants, noon supervisors, custodians), support personnel (e.g. librarians, speech-language pathologists, psychologists), and/or administrative personnel (e.g. vice principals, student services coordinators).

“Parents” means a person who is the mother, father, or legal guardian of a pupil attending this school. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school site.

In secondary school, the number of parents/community members must be equal to the number of pupil members (i.e. 8 staff members, 4 parents and 4 pupils).

## **Section B: Selection Process**

### **1. Staff:**

Staff members are elected by the staff. The nomination process for the following school year shall begin by the third Thursday in May. Nominees with the highest numbers of votes fill the vacancies for voting members. The nominee with the next highest vote becomes the alternate if that position becomes available.

### **2. Parent/Community Members:**

Nominations are solicited by a school-wide letter and a community notice from the council. A list of nominees will be included in the Walk-Thru packet. The Parents' Club supervises the election which is completed during Walk-thru in August. Nominees with the highest number of votes fill the vacancies for voting members. The nominee with the next highest vote becomes the alternate if the position is vacant.

### **3. Students:**

Students may be recommended as Site Council nominees through ASB Leadership. Other students can be self-nominated or nominated by teacher/staff and will be elected from Membership at Large. An election will be conducted through Advisory. The nominee with the highest number of votes will fill the vacancies for voting members. The nominee with the next highest vote becomes the alternate if that position becomes available.

## Article III

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### Membership/Duties

#### **Section A: Term of Office**

Council members shall be elected for two 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 council, each member's current term of office shall be recorded in the minutes of the meeting.

#### **Section B: Voting Rights**

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

#### **Section C: Termination of Membership**

A member shall no longer hold membership should he or she fail to meet the membership requirements under which he or she was selected. Membership may terminate for any member who is absent from all regular meetings for a period of three consecutive months, by an affirmative vote of a quorum of its members. (Exceptions may be granted if the absentee member submits a written statement to the council requesting continuance of their membership.)

Any member may terminate his or her membership by submitting a written letter of resignation to the council chairperson.

#### **Section D: Transfer of Membership**

Membership on the council may not be assigned or transferred.

#### **Section E: Alternates**

Electing non-voting alternate members, who become voting members in the event of a mid-term vacancy on the council, assures site council continuity.

#### **Section F: Vacancy**

Any vacancy on the council occurring during the term of a duly elected member shall be filled by one of the following: Special elections (following regular election procedures); or appointment by the council for the 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 IV

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### Officers

#### **Section A: Officers**

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

*The chairperson shall:*

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

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

#### **Section B: Election and Terms of Office**

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

#### **Section C: Removal of Officers**

Any officer may be removed from their office by a quorum vote of all the members.

#### **Section D: Vacancy**

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

## Article V

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### Committees

#### **Section A: Sub-committees**

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. At least one member representing staff and one member representing parents shall be on each of the subcommittees. No sub-committee may exercise the authority of the council.

#### **Section B: Other Standing and Special Committees**

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

#### **Section C: Membership**

Unless otherwise determined by the council, the council chairperson shall appoint members of standing or special committees.

#### **Section D: Terms of Office**

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

#### **Section E: Rules**

Each committee may adopt rules for its own government consistent with these bylaws or rules adopted by the council, 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 council. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

#### **Section G: Vacancy**

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.



## Article VI

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### Meetings

#### **Section A: Meetings**

The council shall meet regularly on the first Thursday of the month during the school year.

Special meetings of the council may be called by the chairperson or by a majority vote of the council.

#### **Section B: Place of Meetings**

The council shall hold its regular meetings at a facility provided by the school, unless such a facility is not accessible to the public, including handicapped persons. Alternate meeting places may be determined by the chairperson or by majority vote of the council.

#### **Section C: Notice of Meetings**

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: principal's calendar, newsletter, office bulletin board and the school website. Posting of the meeting agenda constitutes public notice.

All required notices shall be delivered to council and committee members, no less than 72 hours, in advance of meetings.

#### **Section D: Quorum**

A majority of the members of the council shall constitute a quorum.

#### **Section E: Decisions of the Council**

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

#### **Section F: Conduct of Meetings**

Meetings of the council shall be conducted in accordance with the rules of order established by Education Code Section 35147(c), and with *Robert's Rule of Order* or an adaptation thereof approved by the council.

#### **Section G: Meetings Open to the Public**

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

## **Article VII**

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### **Amendments**

An amendment of these bylaws may be made at any regular meeting of the council by a vote of the majority of the members present. Written notice of the proposed amendment must be submitted to council members at least 72 hours prior to the meeting at which the amendment is to be considered for adoption.

The bylaws will be reviewed annually and updated as needed.