

# BYLAWS OF THE GRANITE BAY HIGH SCHOOL SITE COUNCIL

## ARTICLE 1: Name of Organization

This organization shall be known as the Granite Bay High School Site Council.

## ARTICLE 2: Purpose

The School Site Council develops the School Plan for Student Achievement for programs funded through the consolidated application. [California Department of Education](#)

## ARTICLE 3: Membership

The school council shall consist of the following members:

- A. The voting members of the SSC shall have parity between *School Group Members* (teachers, principal, and additional staff member) and *Parent and/or Community and Pupil Group Members* (students and parents).
- B. The minimum number of members must be at least 10, but can be as large as 12.
  - a. Granite Bay SSC shall consist of the following members:
    - i. 3 Granite Bay students voted in by Granite Bay students.  
*One-year term*
    - ii. 3 Parents of Granite Bay students voted in by Granite Bay parents.  
*Two-year term*
    - iii. 4 Granite Bay teachers voted in by Granite Bay teachers.  
*Two-year term*
    - iv. 1 Additional Staff Member voted in by Granite Bay non-teaching staff.  
*Two-year term*
    - vi. Principal

## ARTICLE 4: Election and Terms of Office

- A. The voting members will be elected at the beginning of the fall term, prior to the first SSC meeting of the school year. Parents shall serve for two consecutive years. Students will serve a one-year term. Teachers will serve a two-year term. The additional staff member will serve a two-year term.
- B. Election Process:
  - a. Students, Parents, and Teachers will submit interest to be on the ballot.
  - b. Elections will be held through Parent Square, or other district-approved methods, and all votes will be kept as confidential as allowable by law.
  - c. Students elect students, parents elect parents, teachers elect teachers, and non-teaching staff elect the additional staff members.
  - d. When a group doesn't have an RJUHSD email, such as parents, measures will be taken to identify them to their student, with a maximum of 2 votes attributed to a pupil
    - i. If there is evidence that parties outside of the school boundaries have voted in the election, the school will set aside the results of the election and re-do the voting process.

- C. Council vacancies that occur during a given school year will be filled by the alternate from the previous election. Council vacancies that occur between school years will be held during the regular election process by the appropriate membership group prior to the first SSC meeting of that school year.

**ARTICLE 5: Officers**

- A. The officers of the Council shall be a Chairperson, a Vice Chairperson, the Principal, and a Secretary.
- B. The Chairperson will serve a one-year term.
  - a. Nominations shall be open to all Site Council voting members
  - b. The election will be held at the first SSC meeting of the school year
  - c. The duties of the Chairperson shall be, in consultation with the principal:
    - i. To preside at all council meetings
    - ii. To run council meetings
    - iii. To give input on the monthly agenda
    - iv. To be a spokesperson for the group
    - v. Sign all letters, reports, and other communications of the council
- C. The duties of the Vice Chairperson shall be:
  - 1. To serve in the absence of the Chairperson.
  - 2. To assist the Chairperson in Council matters.
- D. The Secretary shall be a staff member
- E. The duties of the Secretary shall be, in consultation with the principal:
  - i. To schedule the meetings
  - ii. To help run the yearly elections
  - iii. To prepare and communicate the monthly agendas
  - iv. To accurately record Council minutes
  - v. To facilitate the production and distribution of the Council minutes
  - vi. To handle correspondence
  - vii. Keep a register of the names, email addresses, and phone numbers of each council member
- F. The Principal will work in collaboration with the Chairperson and the Secretary
- G. The duties of the principal shall be:
  - i. To run the yearly elections
  - ii. To schedule Meetings
  - iii. To prepare monthly agendas
    - 1. The Principal will actively collaborate with council members on agenda items
    - 2. For items beyond the scope of SSC, it would require a unanimous vote by council members.
  - iv. To handle correspondence
  - v. Keep a register of the names, email addresses, and phone numbers of each council member

**ARTICLE 6: Meetings**

- A. Site Council shall meet no less than seven (7) times in one school year. The dates and times will be determined by the council.
- B. Any member can request an emergency meeting through the Chairperson or Principal as necessary.
- C. The council shall hold regular meetings at the Granite Bay High School Library.
- D. Written public notice shall be given of all meetings at least three days in advance of the meeting.
- E. All regular and special meetings shall be open at all times to the public.
- F. At least 51% of voting members must be in attendance to conduct the business of the Site Council.
- G. Public comment will appear on the agenda prior to any non-administrative action items. Request to speak slips are available before the beginning of public comment. Public comment is limited to 3 minutes. If ten (10) or more speakers wish to comment, time is limited to 1½ minutes.

**ARTICLE 7: Meeting Format**

- A. Meetings of the council shall be conducted in accordance with *Robert's Rules of Order* or an adaptation thereof approved by the council.
- B. A simple majority (greater than 50%) must be received in order to make a decision.
- C. Methods of Voting
  - 1. Voice vote
  - 2. Show of hands or rising vote - used to verify an inconclusive voice vote
- D. Members shall abstain from voting on any matter when a conflict of interest arises.

**ARTICLE 8: Adoption of the Bylaws and Amendments to the Bylaws**

- A. Copies of the Bylaws and future amendments shall be distributed to all parties concerned and an opportunity for input shall be provided.
- B. Final adoption shall be by a two-thirds vote of the Site Council.

**ARTICLE 9: Site Council Accountability**

- A. The Site Council will produce an annual report (Single Action Plan for Student Achievement) in which the year's actions will be assessed and evaluated.