Comments	Will Rogers Bylaws
	ARTICLE I – Will Rogers OF THE COUNCIL
	The ***San Juan Unified School District*** has established the Will Rogers Council. Hereinafter, this school site council may be referred to as the council.
	ARTICLE II – ROLE OF THE COUNCIL
	The school site council is required, under state law, to serve as the school community representative body for determining the focus of the school's academic instructional program and all related categorical resources. The school site council has responsibility for the following duties: ▪ Analyzing and evaluating the academic achievement of all students in the school; ▪ Obtaining recommendations from school site advisory, standing, and special committees regarding the focus of the school's *Single Plan for Student Achievement;* ▪ Developing and approving the school plan and all related proposed expenditures in accordance with all state and federal laws and regulations; ▪ Recommending the school plan including related budget expenditures to the local governing board; ▪ Providing ongoing monitoring of the implementation of the plan and budgets/expenditures; ▪ Revising the school plan, including expenditures, timelines, and evaluation criteria, as needed; ▪ Participating in all local, state, and federal reviews of the school's program for compliance and quality; ▪ Annually evaluating the effectiveness of the school's progress toward meeting school goals to raise student achievement for all students; ▪ Encouraging broad representation of parents, community members, teachers and students, if appropriate, including all socioeconomic, ethnic, and programmatic groups represented in the school in leadership roles and in the activities of the school site council; and ▪ Carrying out all other duties assigned to the council by the district governing board and by state or federal law.

	Every two years, an English Learner Advisory Committee may elect to have the school site council serve as the site leadership body for the EL program. If this occurs, the school site council will assist the principal and staff in: ▪ Developing a detailed school plan for EL students as a part of the *Single Plan for Student Achievement* that is submitted to the local board of education; ▪ Developing the school's needs assessment for EL students; ▪ Administrating the school's language census; and ▪ Assuring that efforts have been made to notify EL parents of the importance of regular school attendance.
	ARTICLE III – MEMBERS
	Section 1: Size and Composition
See definition and composition requirements	The school site council will be composed of **10** members. Half of the representation on the council shall be from the school staff. This council half will include: (1) Principal; **3** Teachers, selected by teachers; (NOTE: Classroom teachers shall constitute the majority of those persons representing the school staff) **1)** Other School Personnel -and-
Secondary►: NOTE: Middle schools may choose either council composition.	***(Secondary*)**: The remaining half on the council shall be evenly distributed between: **(_)** Parents or community members, selected by parents at the school; and **(_)** Students, selected by students.

	Section 2: Term of Office
SSC votes on the term of office. **Enter number.**	All members of the council shall serve for a term of ***2*** years. However, in order to achieve staggered membership, one-half, or the nearest approximation, of each representative group shall be selected during the odd years and the remaining number of members selected during the even years.
Best Practice: It is recommended that membership be staggered so that knowledge of past practices is not lost in transition.	At the end of each representative member's term, membership terminates. In order to continue to serve as a council member, the member must be re-selected by the appropriate representative group.
If a new SSC is being established follow this procedure.	**(New Councils)** With the exception of the principal, a chance method or lottery will be used to determine the length of each member's term at the first council meeting.
NOTE: This section could be included as a sidebar. If deleting this section be sure to change the	**Section 3: Selection/Election of Members**
numbering on the remaining section in Article III	Elections of council members shall be held each year in **April**. Annually, the school site council will establish an Election Committee composed of a teacher, other school personnel, parent and student, if appropriate, to oversee the election of council members. Election Committee: The duties of the committee shall be to supervise the election procedure, to identify nominees on the basis of the nominating procedure, to unseal and count the ballots, and to declare elected representatives on the basis of the election procedure. The following procedures shall be followed in nominating candidates and selecting/electing council members: Teachers: (Enter procedure) Parent/Guardians: (Enter procedure) Other School Personnel: (Enter procedure) Students, if appropriate: (Enter procedure)

	Election ballots shall be prepared by the Election Committee with the assistance of the principal and shall be distributed in the following manner to each peer group: (Enter procedures for each group) In all elections for council members, ties will be decided by lot.
	Section 4: Voting Rights
NOTE: Only a selected/elected representative may cast a vote on a SSC related issue.	Each member of the council shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. Absentee ballots shall not be permitted. An alternate representative may not cast a vote in the absence of the selected member. The role of an alternate is for information collection only.
	Section 5: Termination of Membership
NOTE: This section► allows the SSC to emphasize the importance of regular attendance.	A member shall no longer hold membership should he or she cease to be a resident of the school or no longer meets the membership requirements under which he or she was selected (e.g., a parent becomes employed by the district). Membership shall automatically terminate for any member who is absent from all regular meetings for a period of **(enter number)** of consecutive meetings. The council, by an affirmative vote of two-thirds of all the members, can suspend or expel a member.
	Section 6: Transfer of Membership
	Membership on the council may not be assigned or transferred.
	Section 7: Resignation
	Any selected council member may terminate his or her membership by submitting a written letter of resignation to the council chairperson.
	Section 8 Vacancy
	Any vacancy on the council that occurs during the term of a member shall be filled by:

Select procedure(s) for filling a vacancy.	▪ ***An election of a new member by the appropriate representative group;*** ▪ ***Appointment of a new member to fill the remainder of the term (selected by the remaining peer group members, not the council as a whole); or*** ▪ ***Seating of a previously elected alternate member to fill the remainder of the term of the vacant seat.***
	ARTICLE IV – OFFICERS
	Section 1: Officers
	The officers of the council shall include a chairperson, vice-chairperson, secretary and any other officers the council shall deem as desirable.
	Section 2: Election of Officers and Terms of Office
	The officers of the council shall be elected annually and shall serve a term for one year or until a successor has been elected. Any member of the council, including the principal, may serve in any officer capacity.
	Section 3: Removal of Officers
	Any officer may be removed from their office by a two-thirds vote of all council members.
	Section 4: Vacancy in an Officer Position
	A vacancy in any office because of resignation, removal, disqualification, death or otherwise shall be filled for the remainder of the officer's term. A vacancy in any office shall be filled by a special election of the council. This special election will be included in the posted meeting agenda.
	Section 5: Officer Duties
	The chairperson shall: ▪ Preside at all meetings of the council; ▪ Sign all letters, reports, and other communications of the council; ▪ Perform all duties incident to the office of the chairperson; and ▪ Assume other such duties as prescribed by the council.

	The vice-chairperson shall: ▪ Represent the chairperson or council in assigned duties; and ▪ Substitute for the chairperson in his or her absence. The secretary shall: ▪ Keep minutes of all regular and special meetings of the council; ▪ Promptly transmit to each of the council members and district representative true and correct copies of the minutes of such meetings; ▪ Provide all notices in accordance with the provisions of these bylaws; ▪ Serve as custodian of the school site council records; ▪ Maintain a register of the address, phone number and term of office of each council member; ▪ Maintain a register of the chairpersons of other school advisory and subcommittee members, including addresses and phone numbers; ▪ Perform all duties incident to the office of secretary; ▪ Perform such duties that are assigned by the chairperson or the council; program; and/or ▪ Draft positions or plans for council review.
Best Practice: A council should receive input on the professional development activities that are to be funded.	Annually, each school site council shall convene a professional development committee, composed of a majority of teachers, to determine the professional development activities included within the *Single Plan for Student Achievement*.
	ARTICLE V – COMMITTEES
	Section 1: Standing and Special Committees
	The school site council may from time to time establish standing or special committees to perform various functions as prescribed by the council. All such committees will include representation from the various representative groups. All appointed individuals and committees serve at the pleasure of the council and are advisory to it. No standing or special committee may exercise the authority of the council. A standing or special committee may be abolished by a vote of the council. The purpose of these committees is to: ▪ Gather and analyze data; ▪ Examine materials, staffing, or funding possibilities; and ▪ Propose to the council strategies for improving the instructional practices.
	Section 2: Standing and Special Committee Membership

	Unless otherwise determined by the council, the council chairperson shall appoint members of the standing or special committees. A vacancy on a standing or special committee shall be filled by appointment of the chairperson.
	Section 3: Standing and Special Committee Term of Office
	The council shall determine the membership terms for all standing and special committees. This term should be communicated to the committee members at the beginning of their assignment.
	Section 4: Standing and Special Committee Rules
	Each standing and special committee will establish procedural rules that are consistent with the council's bylaws and the district governing board.
	ARTICLE VI - MEETINGS OF THE SCHOOL SITE COUNCIL
	Section 1: Meetings
Enter time and date. ►	The council shall hold its regular meetings at **(time)** on the **(day of the month - e.g., second Tuesday of the month)** Special meetings of the council may be called by the chairperson or by a majority vote of the council.
	Section 2: Place of Meetings
	The council shall hold its regular meetings at a facility provided by the school, unless the school principal determines that such a facility accessible to the public, including handicapped persons, is unavailable or does not meet health and/or safety codes. Alternative meeting sites shall be determined jointly by the school principal and council chairperson.
	Section 3: Notice of Meetings
	Written notice of the meeting shall be posted at least 72 hours in advance of the meeting at the school site, or any other appropriate place that is accessible to the public. This written notice shall specify the date, time, and location of the meeting, and contain an agenda describing each item of business to be discussed or acted upon. Any changes in the established date, time, or location of the meeting need to be especially noted in the agenda. The council shall not take any action on any item of business unless that item appears on the posted agenda or unless the council or committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda.

	Questions or brief statements made at a meeting by members of the council, committee, or public that do not have a significant effect on pupils or employees in the school or school district or that can be resolved solely by the provision of information need not be described on an agenda as items of business.
Determine the timeline for council members to receive agenda and back-up materials. ►	All required notices shall be delivered to council and committee members no less than 72 hours, and no more than **(_)** days in advance of the meeting, personally, by mail or by email. The council will annually notice representative groups of the meetings schedules through: *Inclusion in school communications (e.g., bulletins, newsletters)*
Determine the procedure for notifying the public of meeting schedules and agendas.	*Posted (e.g., in the school office window, staff room, and ___).*

	Section 4: Quorum
	The presence of 51% of the council membership in attendance at the meeting will constitute a quorum. No decisions of the council shall be valid unless a quorum of the membership is present.
	Section 5: Conduct of Meetings
	Meetings of the council shall be conducted in accordance with the rules of order established by Education Code 35147 and the Robert's Rule of Order or an adaptation thereof approved by the council. If a council violates any of the procedural meeting requirements found in Ed. Code Section 35147, and upon demand of any person, the council **shall reconsider the item at its next meeting, after allowing for public input.**
	Section 6: Meetings Open to the Public
	All meetings of the council and its appointed committees shall be open to the public. Any member of the public shall be able to address the council during the meeting on any item within the subject matter jurisdiction of the council. Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the school site council on any item of interest to the public, before or during the council's consideration of that item. The council may not take any action on any item of business unless that item appears on the posted agenda or unless the council members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the council subsequent to the posting of the agenda.

	Each meeting agenda will include a time for public comment. The schoolsite council will provide opportunities for the public to comment on matters that are not on the agenda, but no action may be taken by the council. The minutes of the council meeting are public records and are available to the public. Any materials provided to a school site council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act (Chapter 3.5 (Commencing with Section 6250) of Division 7 of Title 1).

	Section 7: Communication with the Local Board of Education
	The school site council shall implement the rules and regulations as defined in local board policy. The council may communicate with the board by submitting a letter to the board of education office. A school site council may request to speak at the local board of education meeting by following district procedures for communicating with the school board. A local board of education has the right to deny the content and related budget found in the school's *Single Plan for Student Achievement*. The board of education will provide written notification to the council about their concerns.
	Section 8: Uniform Complaint Procedures
	Annually, the school site council shall participate in training about the district's uniform complaint procedures. This training will review procedures for filing a complaint. If any school site council member or member of the public believes that the school site council has taken an action that is in violation of their legal authority, the individual or group may file a uniform complaint form with the district.
	ARTICLE VII – BYLAW AMENDMENTS
Enter days. Should be the same as in Article 6, Section 3	An amendment of these bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be posted as a part of the agenda and must be submitted to council members at least **(_)** days prior to the meeting at which the amendment is to be considered for adoption**.**