LAFAYETTE ELEMENTARY
SITE COUNCIL BYLAWS
2025-2026

Article I — Purpose and Duties

The School Site Council (SSC) of Lafayette Elementary School serves as the governing body responsible for developing, monitoring, and evaluating the **Single Plan for Student Achievement (SPSA)**. The SSC fulfills the following duties:

1. **Review Recommendations**
   Receive input and recommendations regarding the SPSA from all relevant advisory committees.

2. **Develop and Approve the SPSA**
   Create, review, and approve the SPSA and related expenditures in accordance with federal, state, and district requirements.

3. **Recommend for Governing Board Approval**
   Submit the approved SPSA and associated budgets to the Eureka City Schools Governing Board for approval.

4. **Monitor Implementation**
   Regularly review the implementation and effectiveness of the SPSA with the principal, staff, parents, and community members.

5. **Modify as Needed**
   Propose revisions to the SPSA when material changes occur in planned actions or expenditures, per district policy.

6. **Evaluate School Progress**
   Annually evaluate progress toward school goals and student academic achievement.

7. **Carry Out Additional Duties**
   Fulfill any responsibilities assigned by the district or required by law.

Article II — Membership

Section A: Composition

The SSC shall be composed of a minimum **six (6) members** elected or selected by their respective peer groups:

School Representatives (3 minimum total)

- 1 Classroom Teacher
- 1 Other School Staff Member
- 1 Principal

Parent/Community Representatives (3 minimum total)

- 3 parents and/or community members
    - Parents may be school district employees as long as they are **not employed at Lafayette Elementary**.

This maintains the legally required balance between school staff and parent/community members.

Section B: Terms of Office

1. Members serve **two-year terms**.
2. Elections are staggered: approximately half the members are elected in odd years, and the remaining half in even years.
3. Terms of all members will be recorded in the minutes of the first meeting annually.

Section C: Voting Rights

Each member is entitled to **one vote**.
Votes may occur during meetings or, when necessary, electronically.

Section D: Termination of Membership

Membership may be terminated by:

- A **two-thirds vote** of the full SSC membership, or
- Voluntary resignation submitted in writing to the chairperson.

Section E: Transfer of Membership

Membership on the SSC may not be transferred or delegated to another individual.

Section F: Vacancies

Vacancies occurring mid-term shall be filled by SSC appointment and serve until the next regular election.

Article III — Officers

Section A: Officers and Duties

The officers of the SSC shall include:

Chairperson

- Presides over all SSC meetings
- Signs official SSC documents
- Coordinates SSC operations
- Performs duties assigned by the SSC

Vice Chairperson

- Assists the chairperson
- Presides in the chairperson's absence

Secretary

- Records and maintains minutes
- Distributes notices and copies of minutes
- Maintains SSC records and rosters
- Keeps updated copies of bylaws
- Performs other duties assigned by the chair or SSC

Other officer positions may be created as needed.

Section B: Election and Terms

Officers are elected annually at the first SSC meeting of the school year and serve for two years or until successors are elected.

Section C: Removal of Officers

Officers may be removed by a two-thirds vote of the SSC.

Section D: Officer Vacancies

Officer vacancies shall be filled by a special election at the earliest opportunity.

Article IV — Committees

Section A: SSC Subcommittees

The SSC may create subcommittees to support its work.
Subcommittees must include:

- At least one parent/community representative
- At least one staff representative

Subcommittees may **not** make decisions on behalf of the SSC.

Section B: Standing or Special Committees

The SSC may establish standing or special committees as needed. These committees also may not exercise the authority of the SSC.

Section C: Membership and Appointment

Unless otherwise determined, the SSC chairperson appoints committee members. Vacancies are filled by the chairperson.

Section D: Committee Terms

The SSC determines the length of service for committee members.

Section E: Committee Rules

Committees may create rules consistent with SSC bylaws and district policies.

Section F: Committee Quorum

A committee quorum consists of **a simple majority (half plus one)** of its members. Decisions require a majority vote of members present.

Article V — Meetings

Section A: Regular and Special Meetings

- SSC meets **once per month as needed**, calendar approved at the first meeting of the year
- Meetings may be held virtually with a hybrid option
- Special meetings may be called by the chairperson or by majority vote of the SSC.

Section B: Meeting Location

Meetings are held at a publicly accessible school facility unless otherwise determined. Virtual meetings currently the model with hybrid option

Section C: Notice of Meetings

- Public notice must be provided at least **72 hours** in advance.
- Notices are posted on the school website, in the school office, and in the school bulletin.
- SSC members receive notice via email or in writing.

Section D: Quorum

A quorum is established when **a simple majority (half plus one) of the total SSC membership** is present.
For a six-member council, quorum requires **four (4) members**.
No SSC decision may be made without quorum.

Section E: Conduct of Meetings

Meetings are open to the public and conducted according to:

- Education Code 35147(c), and
- Robert's Rules of Order (or an SSC-approved adaptation).

The district agenda template will be used to ensure consistency and efficiency.

Section F: Public Access

All SSC and SSC committee meetings are open to the public.
Meeting notices and agendas will be posted in accordance with Section C.

Article VI — Amendments

Proposed amendments to these bylaws must be submitted in writing at least **30 days** prior to consideration.

Amendments require a **two-thirds vote** of SSC members present at a regular meeting.

End of Bylaws

Revised for clarity, compliance, and accessibility — 2024–2025