

SADDLEBACK HIGH SCHOOL  
SCHOOL SITE COUNCIL  
BY-LAWS

ARTICLE I  
NAME OF COUNCIL

The name of this council shall be the Saddleback School Site Council. Hereafter, it shall be referred to as the School Site Council.

ARTICLE II  
ROLE OF COUNCIL

The School Single Plan for Student Achievement, including a budget, shall be developed and recommended by the School Site Council. The School Site Council, following approval of a school's Single Plan for Student Achievement by the governing board, shall have ongoing responsibility to review with the principal, teachers, other school personnel, and pupils the implementation of the school improvement program and to assess periodically the effectiveness of such a program. Modification or any improvement to the plan or budget shall be developed, recommended, and approved or disapproved in the same manner. The School Site Council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

ARTICLE III  
MEMBERS

Section 1. – Size and Composition

The School Site Council shall be composed of twelve members.

The needs and resources of the school improvement program require that membership include broad representation of parents, students, and staff, including socioeconomic and ethnic groups represented in the school attendance area. The minimum standards for representation of the council shall be: the principal, representative of teachers selected at the school, other personnel selected by other school personnel, parents of pupils attending the school selected by such parents including a parent of an EL student, and pupils selected by pupils attending the school, including an EL student. The council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; (b) equal numbers of parents and pupils.

Classroom teachers shall constitute the majority of those persons representing the school staff.

In all cases, parity shall be maintained in the composition and selection of members of the School Site Council and shall comply with Santa Ana Unified School District Board of Education Policy 1005 and the accompanying district Administration Regulation 1005.

Section 2. – Term of Office

All members shall serve a term of office of three years, including parents and students. At the end of their term, their representative bodies may re-elect members in order to remain members of the School Site Council.

### Section 3. - Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the School Site Council. Absentee ballots shall not be permitted.

### Section 4. – Termination of Membership

A member shall no longer hold membership should said member cease to be a resident of the school attendance area or no longer meet the membership requirements under which said member was selected.

The School Site Council, by affirmative vote, may drop a member. Membership will automatically terminate for any member who is absent from all regular and special meetings for a period of two consecutive months. The council, by affirmative vote of two-thirds of all of the members, can suspend or expel a member.

### Section 5. – Transfer of Membership

Membership in the School Site Council is not transferable or assignable.

### Section 6. – Resignation

Any member may resign by filing a written resignation with the Chairperson of the School Site Council.

### Section 7. – Vacancy

The Chair reserves the right to appoint a new member to fulfill the role of the vacancy on the School Site Council for the remainder of the school year. If the unexpired term is for another full year, thereafter, the term for that year shall be filled by the regular election process.

## ARTICLE IV OFFICERS

### Section 1. – Officers

The officers of the school site Council shall be the Chairperson, Vice-Chairperson, Secretary, and such other officers as the Council may deem desirable.

### Section 2. – Election and Term of Office

The officers of the School Site Council shall be elected annually and shall serve for one year or until each successor has been elected.

### Section 3. – Removal

Any officer may be removed by a two-thirds vote of all members sitting on the School Site Council whenever, in the judgment of the council, the best interest of the council would be served thereby.

### Section 4. – Vacancy

A vacancy in any office because of resignation, death, disqualification, or otherwise, shall, by nomination and election during a School Site Council Meeting, be filled for the unexpired portion of the term.

### Section 5. Chairperson

It shall be the duty of the Chairperson to preside at all meetings of the School Site Council and to sign correspondence or applications as the official representative of the School Site Council. In addition, the Chairperson shall perform all duties incident to the office of the Chairperson, be custodian of the School

Site Council records, will transmit the minutes of each meeting, to each of the members, to the school district, and to such other persons as the School Site Council may deem true and correct copies of the minutes of such meetings; see that all notices are duly given in accordance with the by-laws; keep a register of the email addresses of such members and such other duties as may be prescribed by the School Site Council from time to time.

#### Section 6. - Vice-Chairperson

It shall be the duty of the Vice-Chairperson to represent the chairperson in assigned duties and to substitute for the Chairperson during his absence, and the Vice-Chairperson shall perform such other duties from time to time as assigned by the Chairperson or by the School Site Council.

#### Section 7. – Secretary

The Secretary shall keep the minutes of the meetings, both regular and special, of the School Site Council and shall promptly transmit to the Chair, and in general, perform all duties incident to the office by the Chairperson or by the School Site Council.

## ARTICLE V COMMITTEES

#### Section 1. – Standing and Special Committees

The School Site Council may, from time to time, establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the School Site Council.

#### Section 2. – Membership

Unless otherwise determined by the School Site Council in its decision to establish a committee, the Chairperson of the School Site Council shall appoint members to the various committees.

#### Section 3. – Term of Office

Each member of a committee shall continue as such for the term of his appointment and until his successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member ceases to qualify as a member thereof.

#### Section 4. – Rules

Each committee may adopt rules for its own government not inconsistent with these by-laws or with rules adopted by the School Site Council or with policies of the governing board.

#### Section 5. – Quorum

Unless otherwise provided in the decision of the School Site Council designating a committee, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

#### Section 6. – 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 MEETINGS OF THE COUNCIL

### Section 1. – Regular Meetings

The School Site Council shall meet regularly, an average of once a month.

### Section 2. – Special Meetings

Special meetings may be called by the Chairperson or by majority vote of the School Site Council.

### Section 3. – Place of Meetings

The School Site Council shall hold its regular monthly meetings and its special meetings in the Nest building of Saddleback High, which is readily accessible to all members of the public, including handicapped persons.

### Section 4. – Notice of Meetings

Public notice shall be given of regular meetings at least forty-eight hours in advance of the meeting. Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing; shall state the day, hour, and location of the meeting; and shall be delivered either personally or by mail to each member not less than forty-eight hours or more than two weeks prior to the date of such meeting.

### Section 5. – Decisions of the School Site Council

All decisions of the School Site Council shall be made only after an affirmative vote of the majority of its members in attendance, provided a quorum is in attendance.

### Section 6. – Quorum

The presence of a minimum of fifty-one percent of the total membership (7 of the 12 members) shall be required in order to constitute a quorum necessary for the transaction of the business of the School Site Council. No decision of the council shall be valid unless a majority of the members then holding office concur therein by their votes.

### Section 7. – Conduct of Meetings

All regular and special meetings of the School Site Council shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

### Section 8. – Meetings Open to the Public

All regular and special meetings of the School Site Council and of its standing or special committees shall be open at all times to the public.

## ARTICLE VII AMENDMENTS

These bylaws may be amended at any time by a two-thirds affirmative vote of the members of the School Site Council.