

**Silver Creek High School
School Site Council Bylaws
Adopted on October 10, 2006
Revised and Amended May 09, 2017**

Article I: Duties of the School Site Council

The School Site Council of Silver Creek High School (SCHS), hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for, and review of the proposed Single 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.

Article II: Members

Section A: Composition and Election

The council shall be composed of a minimum of 12 maximum of 20 voting members, selected by their peers in the following categories:

- 1 school principal
 - 3 teachers
 - 2 other staff members
 - 3 parents or community members (elected by parents of students attending SCHS)
 - 3 students
- } • for a total of 5 staff members

Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

Notice of the election of parent/community members shall be distributed via the SCHS web page, autodial message or other means by the second week of school. Annual elections for membership will be held in September.

The election of the council members will be conducted by ballot. Highest vote count will be used to determine council membership.

The first two runner-ups in the parent/community member election shall serve as alternates. Alternates for teachers, other school staff and students will be determined by their peers. Alternates will have full voting rights in the absence of regular council members for whom they are replacing.

Bylaws will be reviewed by the committee at the last meeting of the school year.

Section B: Term of Office

Teachers, other school staff and student members shall be elected for two-years terms. Parents or community members shall be elected for two-year terms. Half of the teachers, parents or community members shall be elected during odd years, and the remaining 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 C: 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 D: Termination of Membership

The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chair. A member absent for three (3) meetings is subject to removal by the school site council.

Section E: Transfer of Membership

Membership on the council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the council occurring during the term of a duly elected member shall be filled by the alternate, with the highest vote count, for the period of time until the next regular election. In the event of no available alternates, an election will be held to fill the member vacancy.

Article III: Officers

Section A: Officers

The officers of the council shall be a chair, vice-chair, and secretary.

The chair 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 chair.
- Have other such duties as are prescribed by the council.

The vice chair shall:

- Represent the chair in assigned duties.
- Substitute for the chair 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.
- Provide all notices in accordance with these bylaws.
- Maintain records of the council which includes: Agenda, minutes, bylaws, sign in sheets.
- 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 chair or the council.

The chairperson may appoint a parliamentarian to provide guidance in settling procedural issues.

Section B: Election and Terms of Office

The officers shall be elected annually at the first meeting 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 two-thirds 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 the council, for the remaining portion of the term of office.

Article IV: Committees

Section A: Subcommittees

The council may establish and abolish subcommittees of their own membership to perform duties as shall be prescribed by the council. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee 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 chair shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson of the same committee.

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 not inconsistent with these bylaws or rules adopted by the council, or policies of the district or governing board.

Section F: Quorum/Voting

The act of a majority of the members present shall be the act of the committee.

Article V: Meetings of the Council

Section A: Meetings

The council at its first meeting shall establish a schedule of meetings for 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 Silver Creek High School in a room that is accessible to the public, including handicapped persons.

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 on the school website. All required notices shall be delivered to council and committee members no less than 72 hours in advance of the meeting. Notices may be delivered personally by mail or by e-mail.

Section D: Voting

The act of a majority (51%) of the members present shall be the act of the council

Section E: Conduct of Meetings

Meetings of the council shall be conducted in accordance with the rules of order established by Education Code Section 3147(c) and with Robert's Rules of Order or an adaptation thereof approved by the council.

Section F: 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 this article.

Article VII: Amendments

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.