



# San Diego Unified School District

Office of Curriculum and Staff Development  
Federal and Special Programs  
Program Monitoring Department

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## MYRON B. GREEN ELEMENTARY SCHOOL SITE COUNCIL BYLAWS 2009-2010

The following outline is provided as a sample to assist the School Site Council in developing its bylaws. No claim of completeness is made.

### ARTICLE I

#### Duties of the School Site Council

The School Site Council of Green Elementary, 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 (SPSA) from all school advisory committees.
  - Develop and approve the SPSA plan and related categorical expenditures in accordance with all state and federal law and district regulations.
  - Recommend the SPSA plan and categorical expenditures to the SDUSD Board of Education for approval.
  - Provide ongoing review of the implementation of the SPSA plan with the principal, teachers, and other school staff members.
  - Make modifications to the SPSA plan whenever the need arises.
  - Submit the modified SPSA plan for district approval whenever a material change (as defined in district governing board policy) is made in planned activities or related categorical expenditures.
  - Regularly 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 SDUSD Board of Education and by state law.
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## ARTICLE II

### Members

#### Section A: Composition\*

The council shall be composed of 10 members minimum, selected by their peers, as follows:

- 3 Classroom teachers
- 1 Principal
- 1 'Other' school staff members
- 5 Parents or community members

*\* Elementary schools must have a minimum of ten (10) members; secondary schools must have a minimum of twelve (12) members.*

The school principal shall be an ex officio member of the council. The principal or his/her designee shall attend all SSC meetings; however, only the principal may vote on actions. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

#### Section B: Term of Office

Council members shall be elected for two (2) year term, with a minimum of two (2) years of service. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number of elected members 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. Teacher representatives shall be ideally made up of one (1) K-1 Gr. Teacher, one (1) 2-3 Gr. Teacher, and one (1) 4-5 Gr. Teacher.

#### Section C: Voting Rights

Each member of the council 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. Members may vote by e-mail using the procedure for voting by mail as described in *Robert's Rules of Order*.

#### 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 chairperson.

#### 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 a special election, appointment of the council for the period of time until the next regular election.

## ARTICLE III

### Elections

Nominations will be accepted in April, which will include a self-nomination and a short bio. School-wide elections will be held in May.

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## **ARTICLE IV**

### **Officers**

#### Section A: Officers

The officers of the council shall be a chairperson, vice-chairperson, secretary, and other officers the council may deem desirable.

The chairperson shall:

- Collaborate with the principal in developing agendas and reviewing minutes prior to posting.
- 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.
- Have other such duties as are prescribed by the council.

The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his/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.
- 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 chairperson or the council.
- Be custodian of the records of the council.

#### Section B: Election and Terms of Office

The officers shall be elected annually, at the June 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 or suspended from 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 V**

### **Committees**

#### Section A: Sub-committees

The council may establish and abolish sub-committees 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 sub-committee. No sub-committee may exercise the authority of the council.

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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: Terms of Office

The council shall determine the terms of office for members of a committee.

Section D: 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 governing board.

Section E: Quorum

A majority (51% or greater) of the members of the committee shall constitute a quorum, unless otherwise determined by the council. The act of a majority of the members present shall be the act of the committee, provided a quorum is present

**ARTICLE VI**

**Meetings of the Council**

Section A: Meetings

The council shall meet regularly on the first Monday of each month. 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 a facility provided by Green Elementary, unless such facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the council.

Section C: Notice of Meetings

Written public notice of all meetings shall be given 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 in the following venues: posting on the door of the school office, Green school website ([www.myronbgreenelementary.com/green\\_ssc.html](http://www.myronbgreenelementary.com/green_ssc.html)), and on the staff bulletin board in the Workroom at Green Elementary.

All required notices shall be delivered to council and committee members no less than 72 hours, and no more than 5 days in advance of the meeting, personally, or by mail (or e-mail).

Section D: Quorum

The act of the majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. A majority of the members of the council (51% or greater) shall constitute a quorum. No actions may be taken unless a quorum has been established.

Section E: Conduct of Meetings

Meetings of the council shall be conducted in accordance with the rules of order established by California Education Code Section 35147 (c) and with *Robert's Rules of Order* or an adaptation thereof approved by the council.

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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. Written notice of the proposed amendment must be submitted to council members at least 7 days prior to the meeting at which the amendment is to be considered for adoption.