

MARK TWAIN HIGH SCHOOL SCHOOL SITE COUNCIL BY-LAWS

Article 1

The name of this council shall be the Mark Twain High School School Site Council.

Article II

Role of Council

The School Site Plan, including a budget, shall be developed and recommended by the School Site Council. The School Site Council, following approval of a school site plan by the school district governing board, shall have ongoing responsibility to review with the principal, teachers, other school personnel, and pupils the implementation of the school site plan and to assess periodically the effectiveness of such a program. Modifications or any improvement to the plan or budget shall be developed, recommended, and approved or disapproved in the same manner. The 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 needs and resources of the school improvement program require that membership include broad representation of parents, students, and staff, including all socioeconomic and ethnic groups represented in the school attendance area. Representation on the council shall be the principal, representatives of teachers selected by teachers at the school, other school personnel selected by other school personnel at the school, parents of pupils attending the school selected by such parents, and pupils selected by pupils attending the school. The council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) equal numbers of parents and pupils.

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

Council members representing parents and/or community members may be employees of the school district but may not serve as a parent representative at the site of employment.

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

- (1) PRINCIPAL
- (3) CLASSROOM
- (1) OTHER SCHOOL STAFF
- (5) PARENTS, COMMUNITY MEMBERS OR STUDENTS

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 2 – Term of Office

All members of the council may serve for a two-year term. However, in order to achieve staggered membership, one-half, or the nearest approximation thereof, of the members representing parents or community members and on-half, or the nearest approximation thereof, of the members representing teachers and other school personnel (except the principal) may serve for a one-year term only during the first year of the council's existence. After the first year of the council's existence all terms may be two years in length. At the first regular meeting of the council, a chance method shall be used to determine which members shall serve one-year terms. At the conclusion of a member's term, the member may take the option of being selected to a new term.

Section 3 - Elections of Council Members

- The school principal is a standing member of the council.
- Classroom teacher elections will be held in September:
 - The classroom teacher membership will be elected into rotational positions of two years.
 - Nominations and elections are conducted by classroom teachers.
 - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
- “Other” staff elections will be held in September.
 - The “other” staff membership will be elected into rotational positions of two years.
 - Nominations and elections are conducted by “other” school personnel.
 - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.
- Parent/Community Member representative elections will be conducted in September.
 - Nominations and elections will be conducted by the school office staff.
 - Announcement of the nominations will be included in the May, June, and September issues of the school newsletter, website. The announcement will also

be posted on the School Marquee.

- Nominations will be accepted in September.
- If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.

- Students elections will be held in September with the ASB elections:
 - The student membership will be elected into rotational positions of one year.
 - Nominations and elections are conducted ASB.
 - If there are fewer or equal nominees than there are positions vacant, the nominees will automatically be accepted as representatives.

All election ballots and result records will be maintained at the school site for seven (7) years.

Section 4 – Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. The elected alternate shall vote in the absence of the representative.

Absentee (proxy) and any electronic ballots shall not be permitted

Section 5 - Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meets the membership requirements under which he or she was selected.

Section 6 – Transfer of Membership

Changes in membership, as necessary to maintain the specified number of members on the council, shall be made in accordance with the provisions mentioned in Section 1 above, except that if any alternates have been previously selected, they may be selected by their peers currently on the council to fill any unexpired term. If no alternates are available and SSC parent(s) and/or students leave the school, then volunteers may be recruited until such time as to hold an election by their peers.

Section 7 – Resignation

Any member may resign by filing a written resignation with the SSC.

Section 8– Vacancy

Any vacancy on the council shall be filled for the remainder of the school year by appointments by the chairperson. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection process.

Article IV

Officers

Section 1 – Officers

The officers of the School Site Council may consist of a 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 may serve for one year or until a successor has been elected.

Section 3 – Removal

Any office 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 interests of the council would be served thereby.

Section 4 – Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the School Site Council for the unexpired portion of the term.

Section 5 – Chairperson

The chairperson shall preside at all meetings of the School Site Council and may sign all letters, reports, and other communications of the School Site Council. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the School Site Council from time to time.

Section 6 – Vice –Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence, and the vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the School Site Council.

Section 7 – Secretary

The secretary shall keep the minutes of the meeting, both regular and special, of the school site council and shall promptly transmit 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 provisions of these bylaws; be custodian of the School Site Council records;

keep a register of the address and telephone number of each member of the School Site Council which shall be furnished to the secretary by such member, and, in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned 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 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 or her appointment and until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

Section 4 – Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws 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 and appointment made in the same manner as provided in the case of the original appointment.

Article VI

Meetings of the School Site Council

Section 1 – Regular Meetings

The School Site Council shall meet regularly with a goal of once per month and six meetings per year.

Section 2 – Special Meetings

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

Section 3 – Place of Meetings

The School Site Council shall hold its regular monthly meeting and its special meeting in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

Section 4 – Notice of Meetings

Public notice shall be given of regular meetings at least 72 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 51 percent of the total membership 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 School Site 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 meeting of the School Site Council shall be conducted in accordance with Roberts 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.

Procedure for Establishment of the School Site Council

1) **PEER SELECTION PROCESS:** The School Site Council is composed of the principal and representatives of the following groups: teachers elected at the school; other school staff elected by other school staff at the school, students elected by students at the school; and parents/community members elected by parents/community members. Parents must have children currently attending the school. Neither parents nor community members serving on the parent/community/student half of the SSC may be employed at the school, although they may be employed elsewhere in the district.

The SSC must have the same number of members on the school staff half as the parent/community/student half. The majority of the school staff half must be classroom teachers. At secondary schools, students must be represented on the parent/community/student half of the SSC by at least one student. To effectively carry out the duties of the council, a **minimum** of four school personnel and four parent/community/student members is necessary.

2) **MEMBERS' TERM OF OFFICE:** Elected members may serve terms of two years, and they will be eligible for re-election.

3) **PROCEDURE FOR REPLACING A MEMBER:** Changes in membership, as necessary to maintain the specified number of members on the council, shall be made in accordance with the provisions mentioned on Procedure 1 above, except that if any alternates have been previously selected, they may be selected by their peers currently on the council to fill any unexpired term. If no alternates are available and SSC parent(s) and/or student(s) leave the SSC, then volunteers may be recruited until such time as to hold an election by their peers on the School Site Council.

Approved: 9/29/21