

Newhall School District

**Stevenson Ranch Elementary School**

Site Council By-Laws

**Article I: Name**

The name of this council shall be the Stevenson Ranch Elementary School Site Council.

**Article II: Purpose**

The purpose of this council shall be to:

1. Work to support the school's mission.
2. Develop, recommend, and assess the school improvement plan to benefit all students.
3. Annually review the school improvement plan and establish a new school improvement budget consistent with the Education Code. Review budget expenditures periodically, and if necessary make modifications in the plan to reflect changing improvement needs and priorities.
4. To provide an opportunity for open communication among school, parents, and community.

**Article II: Membership**

The membership of the council shall not exceed ten.

Section 1: **Composition**

- A. Principal or Assistant Principal as alternate.
- B. Three teachers and two alternates elected by the teaching staff at the school.
- C. One classified school personnel elected by other classified school personnel at the school and one alternate.
- D. Five parents of students attending the school shall be elected by the parent community and two alternates. The candidates with the greatest number of votes yet not elected to the Site Council shall serve as the alternates.
- E. Liaisons to and from the council chosen to represent special programs can be appointed as deemed necessary by the Council. The liaisons will not have voting privileges on the council unless they are also an elected member of the council.

Section 2: **Term of Office**

- A. All members shall serve a two-year term of office.
- B. The term of office shall be from July 1<sup>st</sup> – June 30<sup>th</sup>.
- C. Fifty percent of a school year constitutes one year.
- D. At the conclusion of a member's term, a member may be re-elected to a second term of office.
- E. Resignations will be accepted only upon written notice to the Site Council chairperson.

Section 3: **Attendance**

- A. Members who know in advance that they will be unable to attend a meeting, need to inform the chairperson so the alternate may attend and use the absent member's voting power.
- B. A member not in attendance at two consecutive regularly scheduled meetings is subject to revocation of Site Council membership by a two-thirds vote of the members.

Section 4: **Voting Rights**

- A. Each member shall be entitled to one vote. The appropriate designated alternates shall vote in the absence of the representatives.
- B. The chairperson shall vote only in case of a tie.

Section 5: **Vacancy**

- A. Any vacancy or vacancies occurring on the Site Council during the school year shall be filled by the appropriate designated alternates and those persons shall serve until June 30<sup>th</sup>.
- B. If no alternates are available, Site Council members may appoint by two-thirds vote of the representative group (Teacher, Classified, or Parent group) an interim member who shall serve until the next election.

**Article IV: Officers**

Section 1: **Officers**

The officers of this council shall be a chairperson, a vice-chairperson, a secretary, and a parliamentarian.

Section 2: **Election of Officers**

The officers shall be elected annually at the first meeting in the fall and take office at that time.

Section 3: **Duties of Officers**

- A. **Chairperson**: The chairperson shall preside at all meetings of the Site Council, sign all letters, reports, or other communication of the School Site Council, perform all duties incident to the office of chairperson (i.e. attend monthly Newhall School District meetings of Site Council Chairpersons, or appoint another member to attend in their place) and such duties as may be prescribed by the School Site Council from time to time.
- B. **Vice-Chairperson**: The vice-chairperson shall represent the chairperson in assigned duties and substitute for the chairperson during his or her absence.
- C. **Secretary**: The secretary shall keep the minutes of the meetings and shall promptly transmit to each of the members, copies of the minutes of such meetings. The secretary shall be custodian of the School Site Council records, keep a register of the addresses and telephone numbers of each member of the School Site Council and in general, perform all duties incidental 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.
- D. **Parliamentarian**: The parliamentarian shall guide council meetings according to parliamentary procedure, oversee the implementation of the by-laws, and perform other duties as assigned by the chairperson. Parliamentary authority according to Robert's Rules of Order, Revised.

**Article V: Committees**

The School Site Council may from time to time, establish and abolish such standing or special committees as it may desire.

Section 1: **Membership Committee**

- A. The membership committee shall consist of three council members, including at least one teacher and one parent. This committee shall plan and supervise the recruitment and election of candidates for membership on the School Site Council. If you are a member on the School Site Council up for re-election, you may not participate on this committee.
- B. The membership committee shall present a slate of parent candidates to the council at least one month before the general elections. The general elections shall be held at the school's annual Open House.

## **Article VI: Meetings**

- Section 1: There will be a minimum of four regular meetings per year with the date, time, place, and agenda to be jointly determined by the chairperson and the administrator.
- Section 2: All regular meetings will be open to the public.
- Section 3: A quorum will consist of a simple majority of the council members.
- Section 4: Notification of all regular meetings shall be given not less than one week prior to that meeting.
- Section 5: Special meetings may be called by the council chairperson or by a majority of the council members present. Notification of special meetings shall be given not less than twenty-four hours prior to the meeting date.

## **Article VII: Amendments**

These by-laws may be amended at any regular meeting of the Site Council by a two-thirds vote of the membership.

**Adopted:  
September 18, 2000**