

**BYLAWS FOR THE ALLEN ELEMENTARY  
SCHOOL SITE COUNCIL**

*\*Revised and adopted on May 9, 2022*

**ARTICLE I**

Name of Council

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

**ARTICLE II**

Role of the Council

The purpose of this council shall be to:

1. Develop and recommend a School Plan for Student Achievement (SPSA) for consolidated application programs, and other programs operated at the school, in compliance with the Education Code and Board Policy.
2. Have the ongoing responsibility of reviewing the SPSA with stakeholders, including but not limited to staff, students, and community members, monitoring implementation of the plan, and periodically evaluating its effectiveness.
3. Annually review and revise a SPSA including proposed expenditures of all funds allocated to the school through the consolidated application, in accordance with the Education Code and recommend the plan to the school board for approval.
4. Develop a communication plan involving parents, the Board of Education, staff, and members of the community.
5. Take other actions as required by the Education Code.

**ARTICLE III**

Members

SECTION 1

Composition

The needs and resources of the school improvement program require that membership include broad representation of parents and staff, including socioeconomic and ethnic groups represented in the school attendance area. The minimum standards of representation of the council shall be: the principal and representatives of teachers, other *staff* personnel, and parents/guardians of students attending Allen.

The council shall be constituted to insure parity between (a) the principal, classroom teachers, and other personnel selected by the school *staff* and (b) parents or guardians selected by

parents. The council shall consist of one principal, two classroom teachers or other school personnel, one classified employee, and five parent/guardian representatives. In case of a vacancy on the SSC, parents or staff members will select a new member to fill the vacated seat. The SSC shall follow the best practices of the district and comply with Education Code on filling vacancies.

## SECTION 2 Term of Office

Members are expected to attend monthly meetings. Voting members will serve for two year terms, and alternates will serve a one-year term. Terms of Office are staggered to ensure continuity of the Council.

## SECTIONS 3 Voting Rights

Each voting member, including the chairperson shall be entitled to one vote and may vote on each matter submitted to a vote of the SSC. In the case of an absence of a voting member, an E-VOTE may be accepted as part of the public record of the meeting if the SSC meeting so chooses to cast an electronic vote.

## SECTION 4 Termination of Membership

A member will no longer hold membership if any of the following occur:

- the member is absent from three (3) meetings a year
- the member's child ceases to attend Allen Elementary
- the member is no longer a staff member of Allen Elementary
- by affirmative vote of the majority of all members present the member is removed.

## SECTION 5 Transfer of Membership

Membership in the SSC is not transferable or assignable except as stated in Section 7.

## SECTION 6 Resignation

Any member may resign by filing a written resignation with the SSC chairperson with a recommendation of 30 days notice prior to the anticipated resignation.

## SECTION 7 Vacancy

Any vacancy on the council shall be filled for the remainder of the unexpired term by a majority vote of the appropriate segment of the SSC; i.e., parents select parent representatives, and staff select staff representatives.

## **ARTICLE IV**

### Officers of the SSC

#### SECTION I

##### Officers

The officers of the SSC shall be chairperson, vice chairperson, recording secretary, and such other officers as the council may deem necessary.

#### SECTION 2

##### Terms of Office

Officers of the SSC shall be elected annually by a majority vote and shall serve for a period of one year. Spouses may not hold officer positions during the same term.

#### SECTION 3

##### Removal

Any officer may be removed by a majority vote of all members on the SSC whenever, in the judgment of the council, the best interest of the council would be served.

#### SECTION 4

##### Vacancy

A vacancy in any office shall, by special election, be filled by any current member of the SSC for the unexpired portion of the term.

#### SECTION 5

##### Chairperson

The chairperson shall preside at all meetings of the SSC and may sign all letters, reports, minutes, and other communication of the SSC. Additional duties may be prescribed to the chairperson by a majority vote of the Council.

#### SECTION 6

##### Vice Chairperson

The duties of the vice chairperson shall be to represent the chairperson and to substitute for the chairperson during his or her absence. The vice chairperson shall perform such other duties as assigned by the chairperson or by the SSC.

The vice chairperson will also serve as the Parliamentarian and be responsible for interpreting Robert's Rules of Order (available online at [www.rulesonline.com](http://www.rulesonline.com)) when requested by the chairperson.

#### SECTION 7

##### Recording Secretary

The secretary shall keep the minutes of the council meetings, both regular and special. The secretary should sign the official minutes of each meeting. Minutes from each meeting will be given to the chairperson a minimum of one week prior to the next SSC regular meeting.

## **ARTICLE V**

### SECTION I Establishing Committees

The SSC may establish or abolish such standing or special committees as it may desire. No standing or special committees may exercise the authority of the SSC.

### SECTION 2 Membership

The chairperson of the SSC shall appoint committee members with the approval of the SSC.

### SECTION 3 Term of Office

Each member of a committee shall continue as such for the term of their appointment or until their successor is appointed.

### SECTION 4 Rules

Each committee may adopt rules for its own committee consistent with these bylaws and with rules adopted by the SSC or policies of the governing board.

### SECTION 5 Quorum

Unless otherwise provided in the decision of the SSC, half of the number of members plus 1 constitute a quorum.

### SECTION 6 Vacancy

The chairperson of the SSC may appoint a current member of the SSC to fill committee vacancies.

## **ARTICLE VI**

### Meetings of the SSC

#### SECTION 1 Regular Meetings

The SSC shall hold a minimum of six meetings during the calendar year.

#### SECTION 2 Special Meetings

Special meetings may be called by the chairperson or by majority vote of the SSC.

### SECTION 3 Place of Meeting

The SSC shall hold its regular meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public. Meeting dates and times will be selected to facilitate maximum participation by staff and community members. In an effort to increase accessibility and transparency, meetings may be held online, in accordance with California state law and district guidelines.

### SECTION 4 Notice of Meetings

Public notice shall be given of regular meetings 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 electronically via official school and district communications and posted in the office and will state the day, hour, and location of the meeting.

### SECTION 5 Decisions of the SSC

All decisions of the SSC shall be made only after an affirmative vote of the majority of its members in attendance provided a quorum is present. Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the SSC. In the case of an absence of a voting member, an E-VOTE may be accepted as part of the public record of the meeting if the SSC meeting so chooses to cast an electronic vote.

### SECTION 6 Conduct of the Meetings

All regular and special meetings of the SSC shall be conducted in accordance with all applicable California state laws, such as the Brown Act, Greene Act, California Public Records Act, and Education Code. Furthermore, procedures for all meetings will be in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation of Robert's Rules of Order.

1. Meetings shall be held monthly, unless changed by my majority vote of the Council.
2. Special meetings shall be called by the chairperson or by the majority vote of the SSC.
3. The SSC shall hold its regular meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public including handicap persons.
4. Public notice shall be given of regular meetings 72 hours in advance of the meeting. Any change in the established date, time or location, must be given special notice. All special meeting shall be publicized. They shall state the day, hour, and location of the meeting.
5. All the decisions of the SSC shall be made only after an affirmative vote of the majority of its members in attendance, provided a quorum is in attendance. A quorum will be constituted by four parents and four staff members.
6. All regular and special meetings of the SSC shall be conducted in accordance with Robert's Rules of Order, or in accordance with an appropriate adaptation.

7. All regular and special meetings of the SSC and its standing or special committees, shall be open to the public.

## **ARTICLE VII**

### SECTION 1 Amendment of Bylaws

The bylaws may be amended by following this procedure:

1. The SSC may vote to form an ad-hoc committee to review bylaws. This is not required for bylaw revision, but is a recommended best-practice.
2. Amendments may be proposed at any regular or special meeting.
3. At a subsequent meeting following the meeting in which proposed bylaws have been shared, the amendment may be voted on.
4. Adoption of any amendments shall require a majority vote of the voting members present.