

# **Plaza Elementary School Site Council By-Laws**

## **Article I-Duties of the School Site Council**

The school site council of Plaza Elementary School, is hereinafter referred to as the council, shall carry out the following duties:

- Develop and approve the Single Plan For Student Achievement (SPFSA), Local Control and Accountability Plan (LCAP), as well as related expenditures in accordance with all state and federal laws and regulations
- Annually review and make modifications to the SPFSA with input from all stakeholders and applicable advisory committees
- Recommend the plan and expenditures to the governing board for approval.
- Provide for on-going review of the implementation of the plan
- Annually review the progress made towards school goals to raise academic achievement of all students
- Carry out all other duties assigned to the council by the governing board and by state law

## **Article II-Members**

### **Section A-Composition**

The council shall be composed of eight members, four of which will be staff members and four parents or other community members. The staff members will include a majority of teachers, elected by teachers, the school administrator and a classified employee. The parents or community members will be elected by parents. Each member has equal voting rights.

### **Section B-Term of Office**

Council members shall be elected for two year terms. Half of each representative group will be elected in even years and half in odd 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 votes or voting by proxy is not permitted.

### **Section D-Termination of Membership**

The council may, by affirmative vote of two-thirds of all 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 duly noticed regular election or the seating of a previously elected alternate or by appointment of the council for the remainder of the term of the vacant seat.

## **Article III-Officers**

### **Section A-Officers**

The officers of the council shall be: chairperson, vice-chairperson, secretary, and other officers as deemed necessary by the council.

### **Section B-Duties of Officers**

The chairperson shall:

- Preside at all meetings of the council
- Sign all letters, reports, and other communications of the council
- Perform all duties corresponding to office of the chairperson
- Perform other duties as assigned by the council

The Vice-Chairperson shall:

- Represent the chairperson in assigned duties
- Substitute for the chairperson in his or her absence

The Secretary shall:

- Prepare meeting agenda at the direction of the chairperson and provide copies to all members of the council and post a copy for the public to preview in advance of the meeting
- Keep minutes of all regular and special meetings of the council
- Transmit true and correct copies of the minutes to all members of the council
- Provide all notices in accordance with these bylaws
- Be custodian of the records of the council
- Keep a register of names, addresses and phone numbers of each member of the council and any sub-committee members
- Perform other such duties as assigned by the chairperson or the council

### **Section C-Election and Term of Office**

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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 D-Removal of Officers**

Any officer may be removed from their office by a two-thirds vote of all the members of the council.

#### **Section E-Vacancy**

A vacancy in any office shall be filled at the earliest opportunity by a special election of the council, for the remaining term of the office.

### **Article IV-Meetings of the Council**

#### **Section A-Meetings**

The council shall meet three times a year on dates and times determined by the council each year. The chairperson may call special meetings of the council by a majority vote of the council. All meetings must be open to the public.

#### **Section B-Quorum**

A majority of the members shall constitute a quorum.

#### **Section C-Place of Meeting**

The council shall hold its regular meetings at a location provided by the school insuring that there is access for the public including persons with a disability.

#### **Section D-Notice of Meetings**

Written public notice shall be given of all meetings at least 72 hours in advance of a meeting. All meetings will be publicized on the district's web site and a notice will be posted on campus in a location accessible to the public.

#### **Section E-Administrative Responsibility**

The Principal shall have the responsibility for the proper function and implementation of the council.

#### **Section F-Conduct of the Meeting**

Meetings of the council shall be conducted in accordance with rules of order established in the Education Code and with Robert's Rules of Order.

## **Article V-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 proposed amendment must be submitted to council members at least 72 hours prior to the meeting at which the amendment is to be considered for adoption.