

DOS PUEBLOS HIGH SCHOOL SITE COUNCIL BYLAWS

ARTICLE I NAME

The name of this organization shall be the Dos Pueblos High School Site Council.

ARTICLE II DEFINITION AND FUNCTION

The Dos Pueblos High School Site Council is a committee of elected representatives from the school community; parents, teachers, students, support staff and principal, whose function is to evaluate and improve school programs.

Utilizing the resources of parents, students, community and staff, the School Site Council shall develop a school site plan. Through assessing educational needs, planning of education programs, definition of goals and evaluation of program, the School Site Council shall actively provide support, recommendations and information for the school community. The development of the total school program shall be of prime concern to the School Site Council.

ARTICLE III PURPOSE

The purpose of this council shall be to develop and recommend school improvements.

The council shall have ongoing responsibility to review the implementations of the School Site Plan and to evaluate periodically the effectiveness of the entire school program.

The council shall annually review the School Site Plan, establish a budget consistent with the Education Code, and if necessary make modifications in the plan to reflect changing needs and priorities.

The School Site Council shall encourage and reinforce communication between the school and the community, and take other actions as required by the Education Code.

ARTICLE IV MEMBERS

Section 1 ó Composition

The Council shall be composed of the principal, six teachers elected by teachers at school, ~~six~~ five parents of students attending Dos Pueblos High School elected by such parents; three support staff selected by support staff at school; five students elected by students attending Dos Pueblos High School. Ex-officio will include the PTSA president. Each of the representative

groups shall designate an alternate member. The alternate members shall be encouraged to attend regular meetings to keep informed of the council's business.

Section 2 ó Term of Office

Regular Members: Elected members and alternates shall serve a two year term, except student representatives who shall serve a one year term. Elected members and alternates may seek reelection and serve consecutive terms.

Section 3 ó Voting Rights

Each member present shall be entitled to vote and may cast that vote on each matter submitted to a vote of the council. In the absence of one member of their representative group, the alternate shall be entitled to vote and may cast that vote on each matter submitted to a vote of the council.

Section 4 - Termination of membership

A council member shall no longer hold membership should he or she cease to meet the membership requirements under which he or she was eligible. A member's absence from three consecutive regular meetings may be grounds for removal from the council by affirmative vote of two-thirds of all members.

Section 5 ó Resignation

Resignations will be accepted only upon written notice to the chairperson.

Section 6 ó Transfer of membership

Membership in the School Site Council is not transferable, nor able to be assigned.

Section 7 ó Vacancy

The council by a two-thirds vote of its membership may recommend the replacement of a member by the appropriate constituency.

ARTICLE V OFFICERS

Section 1 ó Officers

The officers of this council shall be a chairperson, vice chairperson, secretary and other offices the council may deem as necessary.

Section 2 ó Election and Term of Office

The officers of the School Site Council shall be elected annually at the final meeting of the Site Council and shall serve for one year or until each successor has been elected.

A slate of prospective officers shall be presented by continuing members of the nominating committee to the council at the final organizational meeting held within the final month of the new school year. Additional nominations from the floor may be received at that time. All officers shall be elected at the organizational meeting, written notices of the election having been given.

New officers shall assume their duties at the close of the organizational meeting.

The continuing Chairperson, Vice-Chairperson or Principal shall chair the organizational meeting and preside over the election of officers.

Section 3 ó Removal

Any officer 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 ó Vacancy

A vacancy in any office because of resignation, removal, disqualification or otherwise shall be filled by procedure noted in Article IV, section 4.

ARTICLE VI DUTIES OF OFFICERS

Section 1 - Chairperson

The Chairperson shall preside at all School Site Council meetings and appoint a parliamentarian. He/she 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 council.

Section 2 ó 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/her absence. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson or by the School Site Council.

Section 3 ó Secretary

The duties of the secretary shall be:

Keep minutes and attendance at 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.

Be custodian of the records of the council.

Keep a register of names, addresses, email addresses, and telephone numbers of each member of the council.

Perform other such duties as are assigned by the chairperson of the council.

ARTICLE VII MEETING AND QUORUM

Section 1 ó An organizational meeting for all newly elected and returning members of Site Council shall be held within the final month of the school year. The agenda for the organizational meeting shall include the election of officers, the selection of a time and day for regular meetings, a brief overview of Site Council, and a question and answer period.

Section 2 ó Regular Meetings

Meetings shall be held monthly at a time agreed upon by the Council.

Section 3 ó Conduct of meetings

Meetings of the council shall be conducted in accordance with the rules of order established by Educational Code section 3146 and with *Robert's Rules of Order* or an adaptation thereof approved by council.

All regular and special meetings of the SSC shall be conducted with the intention of reaching consensus. When a vote is required, the SSC will vote with a simple majority of members present required for the decision.

Section 4 ó Quorum

A simple majority (11) of the membership shall constitute a quorum.

Section 5 ó Special Meetings

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

Section 6 ó Notice of Meetings

A public notice of all regular and special meetings, specifying the date, time, location, and agenda as well as a description of each item to be discussed, shall be posted at the school site or other appropriate place accessible to the public at least 72 hours in advance. Site council members shall receive written notice of date, time, and location of special meeting at least 72 hours in advance.

Section 7 ó Meetings Open to the Public

The School Site Council 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 handicapped persons.

All regular and special meetings of the School Site Council and of its standing or special committees shall be opened at all times to the public.

ARTICLE VIII DUTIES OF COUNCIL MEMBERS

Section 1 ó Duties

It shall be the duty of council members to attend and participate in meetings. Council members shall accept positions as officers or subcommittee members when appointed or elected.

ARTICLE IX COMMITTEES

Section 1 ó Standing and Special Committees

The chairperson shall appoint such committees as he or she considers necessary at any time or as directed by a majority of members present. Special committees are subject to ratification of the council. Committee chairs shall present plans of work to the SSC for approval.

Section 2- Rules

Each committee may adopt rules for its own direction not inconsistent with these bylaws or with rules adopted by the School Site Council or with policies of the school board.

Section 3 ó 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 4 ó Terms of Office

Each member of the committee shall continue for the term of his/her appointment and until his or her successor is appointed, unless the committee shall be terminated or abolished, or unless such members shall cease to qualify as a member thereof.

Section 5 ó Vacancy

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

Section 6 ó Nominating Committee

The nominating committee shall consist of five council members, one representing each of the five constituencies. Site Council members shall be appointed for the committee during the last meeting of the school year. Members shall serve for one year.

Members of the nominating committee shall supervise proper annual election of new council members from their respective constituencies. The procedures of these elections must be approved by the council and shall be attached to the bylaws.

The nominating committee shall recruit and provide a slate of officers to be presented to the council at the first meeting.

The committee shall supervise replacement for vacancies. The committee will be responsible for new member orientation after elections have been held.

ARTICLE X AMENDMENTS AND CONDUCT

Section 1 ó Amendments of the Bylaws

Amendments proposed by the Bylaws Committee may be approved by two-thirds vote of all members; or by two-thirds vote of the quorum, providing notice has been given, at least two weeks in advance.

ELECTIONS PROCEDURE FOR PARENTS SITE COUNCIL REPRESENTATIVES

Nominations:

Every effort shall be made to reach the largest number of parents and encourage a wide cross-section of representation. Such efforts shall include:

Announcements in the May PTSA/SIP newsletter, the DP Daily Bulletin, and the Dos Pueblos email list, as well as the Goleta Valley and La Colina May Newsletters.

Suggestions from staff.

Suggestions from current Site Council members.

Elections:

Nominees shall contact the principal or her/his representative and submit a written statement, a brief biography, to be included on the ballot.

Ballot shall be prepared in such a way as to discourage reproduction on a copy machine.

Ballot shall be distributed as a part of each student's Fall Registration Packet. One vote allowed per student enrolled.

Ballots shall be returned to the school office by the last day of fall registration, or by a date specified on the ballot.

Duties of Parents regarding nominations and elections

Outgoing parents (Spring)

1. Form nominating committee.
2. Solicit candidates.
3. Prepared brief biography of candidates.
4. Give copy of biography to candidate for proofreading before submission.
5. Deliver all material to the principal for inclusion in fall registration packets.

Continuing parents (Summer ó early Fall)

1. Assist with ballot proofreading.
2. Coordinate with person in charge of setting up fall registration. Provide a clearly marked box for the collection of ballots.
3. At least three parents are needed to count ballots.
4. Address problems/complaints/suggestions regarding election procedures.

**SELECTION PROCEDURES
FOR STUDENT COUNCIL REPRESENTATIVES**

SELECTION:

Freshmen, Sophomore, and Junior Class Presidents, as part of their election process, will perform the duty of Council Representative. If the president is unable to attend, another member of the class cabinet will serve as the alternate.

The Associated Student Body President, as part of his/her election process, will perform the duty of Council Representative. If the president is unable to attend, another member of the ASB cabinet will serve as the alternate.

The Associated Student Body Leadership Representative, as part of his/her appointment process, will perform the duty of Council Representative.

**ELECTION PROCEDURES
FOR TEACHER SITE COUNCIL REPRESENTATIVES**

NOMINATIONS:

Every effort shall be made to reach all teachers and encourage a wide cross-section of representation. Such efforts shall include:

A call for nominations in the Daily Bulletin and All-User Email.
Nominations by the staff and Site Council members.
Personal invitations to participate.

ELECTIONS:

The teachers of current Site Council finishing their term, will prepare the ballot and conduct the election.

Announcement concerning this election will be made at the first staff meeting of the fall semester.

The election will be held during the second week of the school year.

Newly elected members will begin their term at the first Site Council meeting in September.

PROPOSED ELECTION PROCEDURES
***FOR SUPPORT STAFF COUNCIL REPRESENTATIVES**

NOMINATIONS:

Every effort shall be made to reach all support staff and encourage a wide cross-section of representation. Such efforts shall include:

Announcements in the Daily Bulletin and All-User Email.

Suggestions from the staff.

Suggestions from the current Site Council members.

Personal invitations to participate.

ELECTION:

The two support staff members of current Site Council finishing their term, will prepare the ballot and conduct the election.

Announcement concerning this election will be made at the first staff meeting of the fall semester.

The election will be during the second week of the school year.

Newly elected members will begin their term at the first Site Council meeting of September.

* Support Staff includes all classified personnel and all non-classroom certificated personnel.