

DAVIS SCHOOL FOR INDEPENDENT STUDY BY-LAWS FOR THE SCHOOL SITE COUNCIL

ARTICLE I NAME OF COUNCIL

The name of the council shall be the Davis School for Independent Study School site Council (SCC) herein after referred to as “the Council.”

ARTICLE II ROLE OF THE COUNCIL

The role of the Council shall be to:

- A. Develop and recommend the School Improvement Plan.
- B. Have ongoing responsibility to review with the principal, teachers, other school personnel, and pupils the implementation of the school improvement program and to periodically assess its effectiveness.
- C. Annually review the School Improvement Plan, establish an improved budget, and if necessary, modify the plan to reflect changing improvement needs and priorities.
- D. Annually review the School Safety Plan to be sure that it is kept updated and in tune with changing conditions and needs of the school.
- E. Carry out all other duties and responsibilities assigned to it in the Education Code of the State of California and by the school district’s governing body.

ARTICLE III MEMBERSHIP

Section I – Composition

- A. The Council shall be composed of:
 - 1. The principal. (1)
 - 2. Two classroom teachers (selected by peers). (2)
 - 3. One other school representative (selected by peers) (1)
 - 4. Two parents/community members (selected by parents) (2)
 - 5. Two students (selected by peers). (2)
 - 6. An alternate shall be elected for parent/community members and student members.

- B. 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 students.
- C. Classroom teachers will comprise fifty percent of those representing school staff.
- D. Voting membership of this Council shall not exceed 8.
- E. Council members representing parents or pupils shall not be employees of the school district.

Section 2 – Term of Office

The general philosophy of School Based Coordinated Program/School Improvement Program encourages a broad base of involvement. Changing membership within the Council enables more people to participate. However, members are not specifically excluded from seeking another term.

- A. The principal shall serve continuously.
- B. Teacher representatives serve two year terms.
- C. Other school representatives serve two year terms.
- D. Parent/community representatives serve two year terms.
- E. Student representatives serve a one year term. They are encouraged to seek more than one term.
- F. Should a representative be unable to serve their term of office an alternate with the highest votes after the elected voting member in the previous election will serve the remainder of the term. (See Section 9)

Section 3 – Election Procedures

- A. The principal is automatically a member of the Council.
- B. Teacher representatives are nominated by the classroom teachers. An announcement of an opening on the Council will be placed in their mailboxes. Nomination will be received for one week. Election will be by written ballot.
- C. Other school representatives are nominated by the other school representatives (not teachers). An announcement of an opening on the Council will be placed in their mailboxes. Nomination will be received for one week. Election will be by written ballot.
- D. Parent/community representatives will be nominated by soliciting interested parents through email and/or phone contacts. The election will be conducted via email or written ballot.
- E. Student representatives will be nominated, given an opportunity to speak in their own behalf, and elected by written or email ballot.
- F. An alternative for each of the above mentioned groups will be elected at the same time as the voting member, and will be the person with the highest votes after the voting member.

Section 4 – Time of Election for School Site Council Member

- A. The principal is automatically a member of the council. (*took out and secretary*)
- B. Teacher representatives are to be elected in the fall before the 1st of November.
- C. Student representatives are to be elected in the fall before the 1st of November.
- D. Parent/community representatives are to be elected in the fall before the 1st of November.

Section 5 – Voting Rights

- A. Each member shall be entitled to one vote and may cast the vote on each matter submitted to a vote of the Council.
- B. The elected alternates from each representative group will only vote in the absence of that representative.
- C. Absentee ballots shall not be permitted.
- D. Unless otherwise agreed to by vote of the membership, all voting shall be done at a scheduled meeting.

Section 6– Termination of Membership

- A. 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 is selected; i.e., a parent becomes employed by the school district. (See Section 1, E)
- B. Membership shall automatically terminate for any member who is absent for three consecutive meetings. Exceptions may be approved by a 2/3 vote of the Council.

Section 7– Transfer of Membership

Membership in the Council is not transferable or assignable.

Section 8– Resignation

Any member may resign by filing a written resignation to the Council chairperson.

Section 9– Vacancies

- A. Any vacancy on the Council shall be filled by elected alternates for that position.
- B. An alternate will finish the term of office of the person whose place is being taken.
- C. A new alternate will be the one with the highest votes after the elected voting member in the previous election.
- D. If no pool of alternates is available from the previous election, an election will be held as soon as possible to elect a new alternate.

Section 10– Duties of Council Members

- A. Council members will attend all meetings.
- B. Such alternates have full voting privileges when the regular Council member is not in attendance.
- C. Alternates are encouraged to attend all regular Council meetings.
- D. Council members are to notify the chairperson when they become unable to carry out assigned duties.

ARTICLE IV OFFICERS

Section 1– Officers

The officers of the Council shall be a chairperson, vice-chairperson and secretary, and such other officers as the Council may deem desirable.

Section 2– Election and Term of Office

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

Section 3– Removal

Any officer may be removed by a two-thirds vote of all members sitting on the Council whenever, in the judgment of the Council, the best interest of the Council would be served thereby.

Section 4– Vacancy

Any vacancy in any office shall be filled by a special election by the Council for the unexpired portion of the term.

Section 5– Time of Election of Officers and Replacement of Officers

Officers of the Council shall be elected and take office at the next Council meeting.

Section 6– Chairperson

- A. The chairperson shall preside at all meetings of the Council and may be directed to sign all letters, reports, and other communications of the Council which express or represent the Council's work and/or concerns.
- B. In addition, the chairperson shall perform all duties incidental to the office of the chairperson and such other duties as may be presented by the Council from time to time.

Section 7– Vice Chairperson

- A. 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.
- B. The vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the Council.

Section 8– Secretary

- A. The secretary shall keep the minutes of all the meetings of the Council, both regular and special.
- B. 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 Council.
- C. Should the chairperson or vice-chairperson be unavailable, the secretary shall preside at the Council meeting.
- D. The secretary shall give public notice of the meetings at least 72 hours prior to the meeting.

**ARTICLE V
MEETINGS OF THE SCHOOL SITE COUNCIL**

Section 1– Regular Meetings

The Council shall meet on a need basis as determined by the chairperson and/or the principal to conduct necessary business requiring the action of the Council. The Council shall meet at least once in November and once in May to review previous actions taken and to determine a calendar of meetings for new business requiring action.

Section 2– Special Meetings

Special Meetings may be called by the chairperson or by a majority vote of the council.

Section 3– Place of Meetings

The 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 persons with handicaps.

Section 4– Decisions of the School Site Council

All decisions of the Council shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance.

Section 5– Quorum

A quorum of the Council shall be two school employees (One of whom shall be the principal), a parent representative and a student representative.

Section 6– Amendment

These by-laws may be amended by a 2/3 vote of the entire council.

Section 7– Conduct of Meetings

All regular and special meetings of the Council shall be conducted in accordance with Roberts’ Rules of Order in accordance with an appropriate adaption thereof.

Section 8–Meetings Open to the Public

All regular and special meetings of the Council and of its standing or special committees shall be open to the public except when a discussion is of sensitive nature such as personnel issues directly related to funding

proposals. In such cases the funding proposals may be made in private session attended only by Council members.

ARTICLE VI COMMITTEES

Section 1– Standing and Special Committees

The Council may from time to time establish and abolish such standing or special committees as it may deem desirable. No standing or special committee may exercise the authority of the Council.

Section 2– Membership

Unless otherwise determined by the Council in its decision to establish a committee, the chairperson of the Council shall appoint members to various committees.

Section 3– Term of Office

Each member of the committee shall continue as such for the term of his/her appointment and until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such a 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 by-laws or with rules adopted by the Council or with policies of the governing board.

Section 5– Quorum

Unless otherwise provided in the decision of the Council designating a committee a majority of the committee shall constitute a quorum, and the act of the majority of the members present at the meeting at which a quorum is present shall be the act of the committee.

Section 6– Vacancy

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