

John Wesley North High School

SCHOOL SITE COUNCIL BY-LAWS

ARTICLE I NAME OF COUNCIL

The name of this council shall be the John W. North High School Site Council.

ARTICLE II ROLE OF COUNCIL

The school improvement plan shall be developed and recommended by the school site council. The school site council, following approval of a school improvement plan by the school district governing board, shall have an ongoing responsibility to review with the principal, teachers, other school personnel, parents/guardians and pupils the implementation of the school improvement program and to assess periodically the effectiveness of such program. Modifications or any improvement to the plan shall be developed, recommended, and approved or disapproved in the same manner. The council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

ARTICLE III MEMBERS

Section 1 - Composition

The needs and resources of the school improvement program require that every effort be made to include membership, participation, and input from a board cross-section of parents/guardians, students, and staff, including socio-economic and ethnic groups, represented in the school attendance area.

The minimum standards for representation on the council shall be: the principal and representatives of teachers selected by teachers at the school personnel at the school parent of pupils attending the school selected by such parents/guardians, and pupils selected by pupils attending the school.

The council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel, and (b) equal numbers of parents/guardians, and pupils.

The council shall have 12 members that will be comprised of: 6 elected North High Teachers/Staff and 6 Parents/guardians, Students and Community Members.

Classroom teachers shall comprise the majority of those persons representing school staff.

Council members representing parents/guardians, other community members, or pupils shall not be employees of the school.

Section 2 - Term of Office

All members of the council shall serve for a two-year term. However, in order to achieve staggered membership, one-half, or the nearest approximation thereof, of the members in each category (except the principal) shall serve for a one-year term only during the first year of the council's existence. After the first year of the council's existence, all terms shall be two years in length. At the first regular meeting of the council, a chance method shall be used to determine which members shall serve a one-year term. At the conclusion of a member's term, at least one year shall elapse before such member may be selected to a new term.

During the first year of the council's existence only, in the case of a category of membership without half its number presently qualified to serve two-year terms, one-half or the nearest approximation thereof, of the members in such category shall serve

for a ten-month term. The replacement shall serve for that period: in other respects, the regular replacement process will be followed. During the resulting overlap of terms, the replacement shall have regular responsibilities and duties but shall not have a vote; the ten-month member will retain his or her vote and regular meeting of the council, a chance method shall be used to determine which members of such category shall serve ten-month terms.

Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. Absentee ballots shall not be permitted.

Section 4 - Termination of Membership

A member shall no longer hold membership should he or she no longer meet the membership requirements under which they were selected. Membership shall automatically terminate for any member who is absent from three meetings during the year unless advance approval is obtained from the council. The council, by the affirmative vote of two-thirds of all the members, can expel a member.

Section 5- Transfer of Membership

Membership in the school site council is not transferable or assignable.

Section 6 - Resignation

Any member may resign by written notice to the chairperson.

Section 7 - Replacement of members

As a matter of council policy, there is a primary need to balance the competing value of the elective process with the value of ensuring to the degree possible the involvement of persons or groups not usually represented and the representation of the socio-economic and ethnic groups represented in the school attendance area. To that end, the replacement process is an effort to balance these values. No more than one immediate family member may serve concurrently on the School Site Council.

As terms of elected members expire, replacement members shall be selected for two-year terms as follows:

- (a) Teachers- The teachers should elect representatives capable of serving a two-year term from the number for each open membership on the council allocated to teachers. These nominees should be aware of their duty to attend meetings and to fully participate.
- (b) Other School Personnel- The other school personnel should elect representatives capable of serving a two-year term from the number for each open membership on the council allocated to other school personnel. These nominees should be aware of their duty to attend meetings and to fully participate.
- (c) Parents/guardians- The parents/guardians should elect representatives capable of serving a two-year term from the number for each open membership on the council allocated to parents/guardians. These nominees should be aware of their duty to attend meetings and to fully participate.
- (d) Pupils – The United Student League should elect representatives from the student body capable of serving a two-year term. These nominees should be aware of their duty to attend meetings and fully participate. Termination of enrollment at John W. North School shall constitute resignation from the council.

Each constituent group in electing their representatives should make every effort to include a cross-section of constituent groups in order to include socio-economic and ethnic groups represented in the school attendance area, school body, and school staff.

Section 8 – Vacancy

Any vacancy on the council shall be filled by appointment by the chairperson from alternate list, established by each respective group through their established selection process (see section 7), and ratified by the council or by-election.

ARTICLE IV OFFICERS

Section 1- Officers

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

Section 2- Election and Term of Office

The officers of the school site 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 school site council whenever, in the judgment of the council, the best interest of the council would be served thereby.

Section 4- Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the school site council for the unexpired portion of the term.

Section 5- Chairperson

The chairperson shall preside at all meetings of the school site council and may sign all letters, reports, and other communications of the school site council. In addition, the chairperson shall perform all duties as may be prescribed by the school site council from time to time.

Section 6- 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 or her absence and the vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the school site council.

Section 7- Secretary

The secretary shall keep the minutes of the meetings, both regular and special, of the governing board and shall promptly transmit to each of the members, to the school district, and to such other persons as the school site council may deem, true and correct copies of the minutes of such meetings; see that all notices are duly given in accordance with the provisions of these by-laws; be custodian of the school site council records; keep a register of the address and telephone number of each member of the school site council which shall be furnished to the secretary by such member; and, in general, 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 school site council.

ARTICLE V COMMITTEES

Section 1 - Standing and Special Committees

The school site council may from time to time establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the school site council.

Section 2- Membership

Unless otherwise determined by the school site council in its decision to establish a committee, the chairperson of the school site council and other appropriate constituent groups shall make up a committee.

Section 3- Term of office

Each member of the committee shall continue as such for the term of his or her appointment and until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such 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 school site council or with policies of the governing board.

Section 5 - 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 the majority of the members present at a meeting at which a quorum is presented shall be the act of the committee. A majority of the members of the SSC shall constitute a quorum with at least one representative from each group (teachers, parents/guardians, students, and staff) present in person or virtually.

ARTICLE VI MEETINGS OF THE SCHOOL SITE COUNCIL

Section 1- Regular Meetings

School site council shall meet regularly at least once per month.

Section 2 - Meetings

Special meetings may be called by the chairperson or by majority vote of the school site council.

Section 3 -Place of Meetings

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 persons with disabilities.

Section 4- Notice of Meetings

Public notice shall be given of regular meetings at least 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. Any required notice shall be in writing; shall state the day, hour, and location of the meeting; and shall be delivered either personally or by mail to each member not less than 72 hours or more than two weeks prior to the date of such meeting.

**Section 5- Decisions of the School
Site Council**

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

Section 6 - Quorum

The act of a majority of the members present shall be the act of the SSC, provided a quorum is in attendance, and no decision may otherwise be attributed to the SSC. A majority of the members of the SSC shall constitute a quorum with at least one representative from each group (teachers, parents/guardians, students, and staff) present in person or virtually.

Section 7 - Conduct of Meetings

All regular and special meetings of the school site council shall be conducted in accordance with Robert's Rules of Order or in accordance with an appropriate adaptation thereof.

Section 8 - Meetings Open to the Public

All regular and special meetings of the school site council and its standing or special committees shall be open at all times to the public.