

## **BYLAWS OF TERMAN MIDDLE SCHOOL SITE COUNCIL**

### **Article I. NAME**

The name of this council shall be the Terman Middle School Site Council.

### **Article II. PURPOSE**

The role and purpose of the Terman Middle School Site Council will be to develop a School Improvement Plan for the school and to conduct other activities in conformity with the provisions of the School Based Program Coordination Act of 1981 and California Education Code sections 62002 (former ED 5200), EC 64001 (a), (b) (former EC 5200), and EC 62002.5.

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 ongoing responsibility to review with the principal, teachers, other school personnel, pupils and parents the implementation of the School Improvement Program.

In accordance with (EC52853) the Site Council will assess annually the effectiveness of the School Plan, as necessary make modifications in the plan to reflect changing needs and priorities, and establish a budget.

The priorities identified in the most recent need's assessment survey shall be a primary factor in establishing School Improvement projects. Modifications or any improvement to the plan shall be developed, recommended, and approved or disapproved in the same manner.

### **Article III. COMPOSITION OF COUNCIL**

#### **Section 1. Membership**

Other than the principal, all members of the Site Council will be elected in accordance with AB 65.

The Council shall contain:

- One student elected through the student council elections process.
- Four parents who have children currently attending Terman Middle School, elected as follows: Four parent representatives will be elected by the parents at large. Parents will be elected to terms that guarantee only two vacancies per year.
- Four staff members, selected by staff members.
- The principal
- There may be alternates for any of staff, parents or students. Alternates must attend meetings on a regular basis.

#### **Section 2. Term of Office:**

Members of the School Site Council shall hold office for one or two years, organized in a manner to ensure only one-half of the positions are open each year. The principal is a permanent member.

### **Section 3. Elections:**

The council shall determine the time and method of holding elections. Terms will run from July to June.

### **Section 4. Vacancies:**

When a vacancy occurs more than two months prior to the end of the term of office, the Council shall then choose within 30 days a replacement member giving consideration to and current alternates and then the runner-up in the prior election for the vacated position. The Council may or may not fill a vacancy that occurs within two months of the end of the school year.

### **Section 5. Termination of Membership.**

All Council members shall be members in good standing of their representative groups. Any member absent for two consecutive meetings shall be notified of possible termination of membership. If a third consecutive meeting is missed without an excuse acceptable to a majority of the Council, an the alternate may succeed to that position.

## **ARTICLE IV. OFFICERS**

### **Section 1. Officers.**

The officers of the Council shall be chair, facilitator and secretary.

### **Section 2. Election and Term of Office**

The chair, facilitator and secretary of the Council shall each be a member elected annually in September and shall serve for one year or until each successor has been elected.

### **Section 3. Duties**

The chair shall preside at all meetings, decided on questions of order, appoint all committees unless otherwise ordered by the Council, and hold the same rights as other members, such as voting, introducing motions and resolutions, and discussing questions that come before the Council.

The facilitator shall facilitate at all the meetings, decide on questions of order, and shall substitute for the chair during his or her absence.

The secretary shall keep a record (minutes) of all meetings, and provide copies of meeting minutes to every Council member prior to each subsequent meeting.

### **Section 4. 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 5. Vacancy**

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall,, by special election at a Council meeting, be filled by some other member of the School Site Council for the unexpired portion of the term.

## **ARTICLE V. MEETINGS**

### **Section 1. Regular Meetings**

Meetings shall be open to the public with the exception of such sessions as are authorized by law to be closed. Meetings of the School Site Council will be open and noticed at least 72 hours in advance of the

meeting. The notice will be posted at the school site: the notice will be in the School Site council binder on the counter in the main office, and will be posted in the school office window near the door.

**Section 2. Public Access to agenda items and other materials.**

The agenda for the meeting will be posted with the 72-hour notice. The agenda will contain a description of each item of business to be discussed or acted upon.

A public input session will be provided at the beginning of the meeting so that members of the public may address the Council during the meeting on any item within the subject matter jurisdiction of the Council.

No action will be taken on items not appearing on the posted agenda unless the Council members present, by unanimous vote, determine that there is a need to take immediate action and that the need for action arose subsequent to posting the agenda.

The public is guaranteed access to any materials discussed at the meeting.

If the Council violates these procedural requirements, items will be reconsidered at the next meeting after a public input session has been provided.

**ARTICLE VI. CONDUCT OF MEETINGS**

**Section 1. Quorum**

Meetings may be held with a quorum consisting of a majority of members present, including at least one parent and one staff member.

**Section 2. Voting Procedure**

When necessary, by agreement of the principal and chair, members may be contacted for individual votes outside of a regularly scheduled meeting.

**Section 3. Voting Instructions**

Members are encouraged to seek the views of their constituencies but will vote as uninstructed representatives.

**Section 4.**

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.

**ARTICLE VII. AMENDMENTS**

**Section 1. Amendments of By-Laws**

The Site Council may amend its by-laws by a yes vote of 2/3 of members present (providing a quorum exists) no sooner than a week after the proposal for change is presented at a regular or special meeting.

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