



BYLAWS OF THE
SACRAMENTO HIGH SCHOOL SCHOOL SITE COUNCIL

(Proposed August 2004 – Revised September 28, 2004)

Bylaws

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Article I – Duties of School Site Council

The School Site Council (“Council”) of Sacramento High School (“SHS”) shall carry out the following duties:

- Develop and approve the Local Education Agency (“LEA”) Plan and School-Wide Plan (referred to collectively as the “Plans”) in accordance with all state and federal laws and regulations.
- Recommend the Plans and related expenditures to the SHPS Board of Directors for approval.
- Provide ongoing review of the implementation of the Plans with SHS principals, teachers and staff members.
- Modify the Plans whenever the need arises.
- Advise and assist SHS administration with researching and developing campus-wide policies.
- Serve as “ambassadors” between the SHS administration and parents, students, staff and the community.

Article II – Members of School Site Council

A. Composition of School Site Council

The Council shall be composed of twenty (20) members as follows:

1. Two (2) SHS small school principals;
2. Four (4) certificated (teachers; counselors; etc.) school staff members;
3. Two (2) non-certificated school-staff members;
4. Eight (8) parents;
5. Two (2) students; and
6. Two (2) community members.

B. Selection of Members and Terms of Office

1. *Small School Principals (2)*

The small school principal members shall be selected by a vote among the small school principals. The small school principal members must be from different small schools than the certificated staff members on the Council. The term of office for the principal-member is one year and will expire on May 31st of each year. The selection of the principal-member for the following year will take place no later than one week before the expiration of the current principal-member's term.

2. *Certificated Staff Members (4)*

The certificated members shall be selected by a vote of all certificated members at SHS. No more than one certificated staff member may be chosen from each small school. The terms of office for the certificated members shall be as follows:

- Two Members for one year.
- Two Members for two years.

The term of office for the certificated members will expire on May 31st. The selection of new certificated members shall take place no later than one week before the expiration of any member's term.

3. *Non-certificated Staff Members (2)*

The non-certificated staff members shall be selected by a vote among the non-certificated staff. The term of office for the non-certificated staff member is one year and will expire on May 31st of each year. The selection of the non-certificated staff member for the following year will take place no later than one week before the expiration of the current non-certificated staff member's term.

4. *Parents (8)*

The parent-members shall be selected by a vote of all SHS parents. The terms of office for the parent-members shall be as follows:

Three Parent Members for two years.
Five Parent Members for one year.

A parent member must have a student enrolled at SHS throughout his or her term. The term of office for the parent-members will expire on May 31st. The selection of new parent members shall take place no later than one week before the expiration of any member's term.

5. *Students (2)*

The student members shall be selected by a vote of the SHS student government. No more than one student member may be elected from each small school. The term of office for student members shall be one year and will expire on May 31st. The selection of new student members shall take place no later than one week before the expiration of the current student-members' terms.

6. *Community Members (2)*

The Superintendent of SHPS shall appoint two community members to serve initially on the Council. The term of the community members shall be one year and will expire on May 31st. The Council will elect two new community members each year no later than one week before the expiration of the current community members' terms.

C. Voting Rights

Each Council member is entitled to one (1) vote and may cast that vote on any matter submitted to a vote of the Council. Absentee ballots or proxies shall not be permitted.

A deadlock occurs when a vote on any issue results in an identical number of votes in support of an issue as the number of votes against an issue. In the event of a documented deadlock, the Chairperson of the Council may elect to re-open discussion on the matter followed by another vote. In the alternative, the Chairperson may elect to end a deadlock by counting only the votes of the Council's officers (Chairperson, Vice-Chairperson and Secretary) on a particular matter.

D. Termination of Council Membership

The Council may, by an affirmative vote of two-thirds of all of its members, suspend or expel a member from the Council. Any Council member may terminate his or her membership by submitting a signed letter of resignation to the Council Chairperson.

E. Transfer of Membership

Council membership may not be assigned or transferred.

F. Vacancy

Any vacancy on the Council occurring during the term of a duly elected member shall be filled by a special election to be held with three (3) weeks of the vacancy. Specific procedures for the special election will be administered by the Council.

Article III – Officers of School Site Council

A. Officers

The officers of the Council shall be a chairperson, vice-chairperson, and secretary:

The Chairperson shall:

- Preside at all of the Council meetings and ensure compliance with parliamentary rules.
- Serve as liaison between the Council and the SHPS Board of Directors.
- Sign all letters, reports and other communications on behalf of the Council.
- Perform all duties incident to the office of the Chairperson.
- Perform other such 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.
- Perform other such duties as assigned by the Council.

The Secretary shall:

- Keep minutes of all regular and special meetings of the Council.
- Transmit true and correct copies of the minutes of such meetings to Council members and to the SHPS Superintendent's office.
- Provide all notices in accordance with these bylaws.
- Prepare and post copies of meeting agendas at least 24 hours before the meeting.
- Be custodian of all records of the Council.
- Keep a register of names, addresses and telephone numbers of each Council member.
- Perform such other duties as assigned by the chairperson.

B. Election and Terms of Office

The term of each officer shall be for one (1) year expiring on May 31st or until a successor has been elected. The officers shall be elected annually at the June regular meeting.

C. Removal of Officers

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

D. Vacancy

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

Article IV – Committees

A. Sub-committees

The Council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the Council. No sub-committee may exceed the authority of the Council.

B. Other Standing or Special Committees

The Council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the Council. No such committee may exercise the authority of the Council.

C. Membership

Unless otherwise determined by the Council, the Council chairperson shall appoint members of the standing, special or sub-committees. A vacancy shall be filled by appointment made by the Chairperson. Membership of standing or special committees may include non-members of the Council who are members of the SHS community.

D. Terms of Office

The Council shall determine the terms of office for members of any committee.

E. Rules

Each committee may adopt rules for its own government provided said rules are not inconsistent with these bylaws or rules adopted by the Council, or policies of the SHPS Board of Directors.

F. Quorum

A majority of the members of a committee shall constitute a quorum, unless otherwise determined by the Council. The act of the majority of the members shall be the act of the committee, provided a quorum is in attendance.

Article V – Meetings of the School Site Council

A. Meetings

The Council shall meet regularly on the second Tuesday of each month at a time to be determined by the Council. Special meetings of the Council may be called by the Chairperson or by a majority vote of the Council.

B. Place of Meetings

The Council shall hold its regular meetings at a facility provided by SHS. Alternative meeting sites may be selected by the Chairperson or by a majority vote of the Council.

C. Notice of Meetings

Written public notice shall be given of all Council meetings at least forty-eight (48) hours in advance of the meeting. The Notice and Agenda for any meeting shall be posted in a conspicuous place of public viewing as in accordance with state law.

All required notices shall be delivered to Council members no less than forty-eight (48) hours in advance of any meeting, either personally or by mail/e-mail.

D. Quorum

The act of a majority of the members present shall be the act of the Council, provided a quorum is in attendance, and no decision may otherwise be attributed to the Council. A majority of the members of the Council shall constitute a quorum.

E. Conduct of Meetings

Meetings of the Council shall be conducted in accordance with Robert's Rules of Order or an adaptation thereof approved by the Council.

F. Meetings Open to the Public

All Council meetings shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this Article.

Article VI – Amendments

An amendment of these bylaws may be made at any regular or special meeting of the Council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to the council members at least seven (7) days prior to the meeting at which the amendment is to be considered for adoption.