**Sycamore Valley Elementary School**

**Site Council Bylaws**

**ARTICLE I**

***Name of Council***

The name of this council shall be the Sycamore Valley Elementary School Site Council aka Sycamore Valley 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 ongoing responsibility to review with the principal, teachers and other school personnel, the implementation of the school improvement plan and to assess periodically the effectiveness of the plan. Modifications or any improvement to the plan or budget 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—Size and Composition***

The school site council shall be composed of 10 members.

The needs and resources of the school improvement plan require that membership include representation of parents and staff. The school site council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) an equal number of parents. Classroom teachers shall constitute the majority of those persons representing school staff.

Representatives on the council shall include the school principal, three teachers, one representative of other school staff and five parents. There may be up to two parent alternates who would be eligible to complete the school year term for any parent vacancies that may occur on the council.

Parent council members may be employees of the San Ramon Valley School District, but may not serve as a parent representative at the school of their employment. All socioeconomic and ethnic groups represented in the school attendance will be encouraged to participate.

***Section 2—Terms of Office***

All elected members of the school site council shall serve for a two year term. Terms commence at the start of the school year and conclude at the end of the school year.

***Section 3—Site Council Representative Elections***

Classroom teachers and other school personnel staff shall be elected by the school staff. Parent representatives shall be elected by the parent community.

***Section 3a—Election Process***

Parent representatives are elected by a ballot vote of school parents. Elections shall be held in April and/or May, to fill any terms ending at the end of the school year, or again in the fall for any open positions. Each family is limited to one vote.

Parents interested in running for an open site council parent representative position must submit a brief bio to the site council chairperson for inclusion on the election ballot.

The site council election process, timeline and results are communicated via Shark Bites and the site council page on the Sycamore Valley Elementary School website. Ballots are available for download via Shark Bites and the school site council page and printed hard copies are also available in the school office. Ballots are collected and tabulated by the site council chairperson and election results are certified by the chairperson and secretary. The council may designate up to two election runners-up as alternates who would be eligible to complete the school year term for any parent vacancies that may occur on the council. Alternates may and should attend all regular school site council meetings.

***Section 3b—Special Election***

If there are no designated alternates a special election may be held during the school year outside of the regular April-May election period to fill any parent representative vacancies on the site council.

***Section 4—Council Member Voting Rights***

Each council member shall be entitled to one vote and may cast that vote in each matter submitted to a vote of the council. An elected alternate shall vote in the absence of a representative. Absentee ballots or votes are not permitted.

***Section 5—Termination of Council Membership***

School site council membership will be terminated for any parent representative should he or she cease to be a resident of the school district\*, has a child who is no longer enrolled at the school or becomes an employee of the school. Membership on the school site council will automatically terminate for any member who misses three site council meetings in a single school year. School site council members that fail to conduct themselves appropriately or engage in an inappropriate or disrespectful way with other site council members may have their council membership terminated.

*\* Parents of students who are Inter-district transfers may be eligible for school site council membership while his or her child is enrolled at the school.*

***Section 6—Transfer of Council Membership***

Membership on the school site council cannot be transferred or assigned to another parent, teacher or staff member.

***Section 7—Resignation of Council Membership***

Any school site council member may resign from the council by filing a written resignation with the council chairperson.

***Section 8—Council Vacancy***

Teacher or school personnel site council representative vacancies may be filled for the remainder of the school year by appointment from the principal and council chairperson with majority support of the site council.

If a parent representative vacancy occurs during the school year a school site council alternate may fill that vacancy for the remainder of the school year. If the unexpired term is for another full year thereafter, the position will be filled through the regular election process at the end of the school year. If necessary a special election may be held during the school year outside of the regular April-May election period to fill any vacancies on the site council.

**Article IV**

***Officers***

***Section 1—Officers***

The school site council officers shall include a chairperson, secretary and other such officers as the site council may determine are necessary.

***Section 2—Officer Election and Terms of Office***

School site council officers shall be elected annually and shall serve for one year. Officers must be elected by a majority vote (51%) of the site council. The chairperson shall not serve more than two consecutive terms (two years) as chairperson. In the event of a vacancy for the position of chairperson the current chairperson may serve for one additional term (one year) even if they have previously served two consecutive terms. This must be approved by a majority vote (51%) of the site council.

***Section 3—Officer Removal***

Any officer may be removed by a two-thirds vote of all site council members, whenever, in the judgment of the council, the best interests of the council would be served by the removal.

***Section 4—Officer Vacancy***

A vacancy of any elected officer of the school site council due to death, resignation, removal, disqualification or other shall by special election be filled by the site council for the unexpired portion of the term.

***Section 5—Chairperson***

The school site council chairperson shall preside at all meetings of the school site council and may sign letters, reports and other communication of the school site council. In addition, the chairperson shall perform all duties incumbent to the office of the chairperson and other such duties as may be prescribed by the school site council. Duties of the school site council chairperson shall include:

* Meeting or conferring with principal to set site council meeting schedule and agendas.
* Managing site council roster and meeting attendance.
* Facilitating school site council meetings.
* Reviewing site council meeting minutes.
* Maintaining school site council page on Sycamore Valley Elementary website.
* Publicizing site council meetings, agendas and meeting minutes in Shark Bites and school site council page on Sycamore Valley Elementary website.
* Organizing and facilitating annual election process for new site council members.
* Maintaining school site council bylaws.
* Providing information to new council members (e.g. site council bylaws, Robert’s Rules of Order).
* Appointing members to standing and/or special committees if necessary.
* Attending school district meetings as required.

***Section 6—Secretary***

The secretary shall keep the minutes of the meetings, both regular and special, of the school site council and transmit them to the chairperson and principal for review. Additional duties may include recording attendance at each site council meeting, updating the school calendar with meeting dates, acting as the custodian of the school site council records, certifying site council election results with chairperson and performing all other duties which may be assigned to the office by the chairperson or by the school site council.

**ARTICLE V**

***Meetings of the School Site Council***

***Section 1—Regular Meetings***

The school site council shall meet regularly five times per school year.

***Section 2—Special Meetings***

Special school site council meetings may be called as needed by the principal, 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 an appropriate facility provided by the school and readily accessible to all members of the school community including persons with a disability.

***Section 4—Notice of Meetings***

The regular school site council meeting schedule is established by the principal and chairperson and published at the start of the school year. All meeting dates are listed on the school site council page on the Sycamore Valley Elementary School website. The meeting schedule is also communicated to all school site council members via email. Reminder notices of regular meetings shall be communicated via email to all school site council members at least 48 hours in advance of the meeting.

Any change in the established date, time or location of the school site council meeting shall be delivered by email and/or telephone to each school site council member not less than 24 hours prior to the date of such meeting.

All regular and special school site council meetings will also be publicized to the Sycamore Valley Elementary School community via Shark Bites and the Sycamore Valley Elementary School website and school calendar.

***Section 5—Meeting Attendance***

All school site council members including alternates should make every effort to attend all regular meetings. In the event a school site council member is unable to attend a regular meeting the chairperson should be notified, if possible, at least 24 hours in advance. Membership on the school site council will automatically terminate for any member who misses three school site council meetings in a single school year. Absentee ballots or votes are not permitted.

***Section 6—Quorum***

The presence of 51% of the total membership must be present to constitute a quorum necessary for the transaction of the business of the school site council. No decision of the school site council shall be valid unless a quorum is achieved at the meeting.

***Section 7—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 has been achieved. Each school site council member shall be entitled to one vote and may cast that vote on each matter submitted to a school site council vote.

***Section 8—Conduct of Meetings and Members***

All regular and special meetings of the school site council shall be conducted in accordance with ***Roberts’ Rules of Order*** or in accordance with the appropriate adaptation thereof.

***Section 9—Meetings Open to the Public***

All regular and special meetings of the school site council shall be open at all times to all members of the Sycamore Valley Elementary school community. Parents, teachers and school personnel staff are encouraged and welcome to attend.

**ARTIVLE VI**

***Committees***

***Section 1—Standing and Special Committees***

The school site council may as necessary establish and/or abolish standing or special committees. No standing or special committee may exercise the authority of the school site council.

***Section 2—Committee Membership***

Unless otherwise determined by the school site council in its decision to establish a committee, the chairperson shall appoint members to standing and/or special committees.

***Section 3—Committee Terms of Office***

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

***Section 4—Committee Rules***

Committees may adopt rules for its governance. Committee rules may not be inconsistent or in conflict with site council bylaws or with policies of the governing board.

***Section 5—Committee Quorum***

Unless otherwise stated in committee rules a majority (51%) of the committee shall constitute a quorum, and the act and or decision of the committee members that constitute a quorum shall be the act or decision of the committee.

***Section 6—Committee Vacancy***

A vacancy in the membership of any committee may be filled by the appointment of the chairperson.