

Allen School  
San Bruno Park School District  
**SCHOOL SITE COUNCIL BYLAWS**

**ARTICLE I – Name of Council**

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

**ARTICLE II – Role of Council**

The school improvement plan shall be developed and recommended by the School Site Council. The Council shall have responsibility to review the implementation of the school improvement program and to assess effectiveness. 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 standards for representation on the Council shall be: the principal and representatives of teachers selected by teachers at the school, other school personnel selected by other school personnel at the school, parents of pupils attending the school selected by such parents. Elementary School Site Councils shall have 10 members.

*Section 2: Term of Office*

For the first year of operation, half the terms shall be for one year and half for two years, as determined by lot. Thereafter, all terms shall be for two years, with half the members being elected each year.

*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. The elected alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted.

*Section 4: Termination of Membership*

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 was selected. Membership shall automatically terminate for any member who is absent from three consecutive meetings. The Council, by affirmative vote of two-thirds (7) of all of the members, can suspend or expel a member. Membership in the School Site Council is not transferable or assignable.

*Section 5: Resignation*

Any member may resign by filing a written resignation with the school's School Site Council.

*Section 6: Vacancy*

Any vacancy on the Council shall be filled by peer group selection for the remainder of the term.

**ARTICLE IV – Officers**

*Section 1: Officers*

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

*Section 2: Election and Term of Office*

The officers shall be elected annually by the School Site Council and shall serve for one year.

*Section 3: Removal*

Any officer may be removed by a two-thirds (7) 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 shall 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 Council. In addition, the chairperson shall perform all duties as may be prescribed by the Council.

*Section 6: Secretary*

The secretary shall keep the minutes of the meetings, shall promptly transmit them to each of the members; shall see that all notices are duly given in accordance with the provisions of these bylaws; be custodian of the School Site Council records; and, in general, perform all duties incident to the office of secretary.

**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 shall appoint members to the various committees.

*Section 3: Rules*

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the School Site Council or with policies of the Governing Board.

*Section 4: 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 a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

*Section 5: Vacancy*

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

**ARTICLE VI – Meetings of the School Site Council**

*Section 1: Regular Meetings*

The School Site Council shall meet at least once each semester during the school year.

*Section 2: Special Meetings*

Special meetings may be called by the chairperson or by majority vote of the School Site Council.

*Section 3: Notice of Meetings*

Advanced public notice shall be given of regular and special meetings. Notice shall be in writing and shall state the day, hour, and location of the meeting.

*Section 4: 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 5: Quorum*

The presence of 51 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the School Site Council.

*Section 6: Conduct of Meetings*

All meetings of the Council shall be conducted in accordance with *Robert's Rules of Order* or in accordance with an appropriate adaptation thereof.

*Section 7: Meetings Open to the Public*

All meetings of the School Site Council and of its committees shall be open at all times to the public.

**ARTICLE VII – Amendments**

These bylaws may be amended by affirmative vote of two-thirds of the Council.