

**PHOEBE HEARST ELEMENTARY SCHOOL  
SITE COUNCIL BYLAWS**

Adopted:

**ARTICLE I  
NAME OF COUNCIL**

The name of this council shall be the Phoebe Hearst Elementary School Site Council (SSC).

**ARTICLE II  
ROLE OF THE COUNCIL**

The school plan shall be developed and recommended by the SSC. The SSC, following approval of the school plan by the school district governing board, shall have ongoing responsibility to review with the principal, teachers, other school personnel, and pupils the implementation of the School-Based Coordinated Program and annually to assess 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 through the Education Code of the State of California.

**Section 1 -Composition the SSC shall be composed of ten (10) members:**

1. The Principal;
2. One (1) support staff;
3. Three (3) teachers; and
4. Five (5) parents of pupils attending the school.

The parent members shall not be employees of the school district.

**Section 2 -Term of Office**

All members of the SSC, except the Principal, shall serve for two-year terms. To achieve staggered membership, three of the members representing parents and one of the members representing teachers shall initially serve for a one-year term. At the first regular meeting of the SSC, a chance method shall be used to determine which members shall serve one-year terms. After the first year, the terms shall be for two years. (If, at any time after the first year, the staggered terms are confused, the whole SSC shall determine how to return the membership to staggered terms in accordance with the intent of these bylaws.)

The term of office shall coincide with the school calendar. Members may be reelected.

### **Section 3 -Selection Process**

The Principal shall be a member of the SSC. The support staff member shall be self-nominated and elected by a ballot of the support staff. The teacher members shall be self-nominated and shall be elected by a ballot of the school's teachers. The parent members shall be self-nominated, shall submit a nomination form at the time of nomination, and shall be elected by a ballot of the parents with one vote per family student. In the event that additional parent members are needed, elected parent members of the Governance Team can be appointed to serve on SSC. The SSC elections will be completed on or before June 1 each year. In each election, the candidates with the highest number of votes shall fill the available vacancies, without a runoff.

### **Section 4 -Termination of Membership**

A member shall cease to be a member if she or he no longer meets the membership requirements under which they were selected (e.g., a parent becomes employed by the district). Membership shall automatically terminate for any member who fails to attend three (3) consecutive regular meetings.

### **Section 5 -Transfer of Membership**

Membership in the SSC is not transferable or assignable.

### **Section 6 -Resignation**

Any member may resign by sending a written resignation to the chairperson of the SSC.

### **Section 7 - Vacancies**

Any vacancy on the SSC will be filled by following the procedures in Article II, Section 3, above, for each category.

## **ARTICLE IV LEADERSHIP**

### **Section 1 -Officer's**

The officers of the school site council shall be a chairperson, vice-chairperson, secretary, and such other officers as the SSC may from time to time deem desirable. The chair and vice-chair shall be from different constituencies (e.g., if the chair is a parent, the vice chair must be either a teacher or support staff).

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

The officers of the SSC shall be elected at the first meeting in September, by the SSC annually and shall serve for one year.

### **Section 3 -Removal**

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

### **Section 4 -Vacancy**

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

### **Section 5 -Chairperson**

The chairperson shall preside at SSC meetings and may sign letters, reports, and other communications of the SSC. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the SSC 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. The vice-chairperson shall perform such other duties as may be assigned from time to time by the chairperson or by the SSC.

### **Section 7 -Secretary**

The secretary shall keep the minutes of the meetings, both regular and special, and shall promptly transmit to each of the members, to the school district, and to such persons as the SSC may direct, true and correct copies of the minutes of all meetings. The secretary shall see that all notices are duly given; be custodian of the SSC records; keep a roster of the address and telephone number of each member of the SSC, which shall be furnished to the secretary by each

member; and, in general, perform all duties incident to the office of secretary and such duties as from time to time may be assigned to the office by the chairperson or by the SSC.

## **ARTICLE V**

### **DECISION MAKING**

#### **Section 1 -Decision-Making and Dispute Resolution Process**

The SSC will make decisions by consensus. When consensus cannot be reached, the following steps will be taken: the dissenter(s) or each faction will develop an alternative plan to submit to the whole SSC in an effort to reach consensus: if consensus still cannot be reached, a two-thirds vote will decide the issue. A member must be present at the SSC meeting to vote.

**(“Consensus” as used in these bylaws shall mean “general agreement or concord; harmony.” In effect, each member has the power to veto any decision by affirmatively refusing to consent, but silence shall be deemed consent.)**

Absentee ballots or proxies are not permitted. A member may be present through electronic means (e.g., telephonically) and can vote, provided the member has been present, has heard and has been able to participate in the whole debate.

#### **Section 2 -Committees**

The SSC may from time to time establish, use, and abolish such standing or special committees and sub-committees as it may desire. No committee or sub-committee may exercise the authority of the SSC.

#### **Section 3 -Regular Meeting**

The SSC shall meet a minimum of eight times per year at a regularly scheduled time during the school year. The Chairperson shall determine the meeting dates and times with consensus from the SSC.

#### **Section 4- Special Meetings**

Special meetings may be called by the chairperson or by request of any five (5) members.

#### **Section 5 -Place of Meetings**

The SSC shall hold its regular monthly meetings and its special meetings at the school in a facility provided by the school and readily accessible by all members of the public.

**Section 6 -Notice of Meetings**

At least 72 hours before each regular meeting, the school principal or the chairperson shall cause notice of the meeting to be posted in a conspicuous public place. Any meeting held at any time other than the time for regular meetings set forth in Section 1 of this article, above, shall be considered a special meeting, and public notice of all special meetings shall be posted conspicuously and shall be delivered either personally, by e-mail, or by postal service to each member not less than 72 hours before the date of the meeting.

**Section 7 -Quorum**

The presence of at least fifty-one percent (51%) of the SSC membership currently in San Diego County shall be required to constitute a quorum necessary for the transaction of the business of the SSC.

**Section 8 -Meetings Open to the Public**

All regular and special meetings of the SSC and of its committees and sub-committees shall be open at all times to the public.

These revised bylaws were duly adopted by the SSC at a regular/special meeting held at

Phoebe Hearst Elementary School on \_\_\_\_\_.

Chairperson: \_\_\_\_\_