

**KINGS MOUNTAIN ELEMENTARY SCHOOL
CABRILLO UNIFIED SCHOOL DISTRICT**

Kings Mountain School Site Council Bylaws

Article I

Name of Council

The name of this council shall be the Kings Mountain Elementary School Site Council.

Article II

Role of Council

The School improvement plan shall be developed and recommended by the Site Council. The 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, and pupils the implementation of the school improvement program. The Site Council shall review annually the school improvement plan, establish a new school budget consistent with the Education Code, and if necessary make modifications in the plan to reflect changing improvement needs and priorities. 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 in the Education Code of the State of California.

Article III

Membership

Section 1 – Composition

The Council Shall be composed of the principal or his/her designee, all certificated personnel in the school, and five (5) parents of pupils attending the school, and community members selected by parents. At least one alternate member shall be elected from the parent population or community

members. These alternate members will have voting rights when representing an absent voting member. An employee of a school district, who is also a parent or guardian's employment, is not disqualified by virtue of this employment, from serving as a parent representative on the school Site Council established for the school which his or her child or ward attends.

Section 2 – Term of Membership

All Parent and community members shall serve for a term of one year, and may serve more than one term. Teachers and the principal or his/her designee shall be on-going members of the committee. Newly elected members shall take office at a special meeting in June of the purpose of electing officers for the ensuing year.

Section 3 – Election of Members

Annual elections of members shall occur at the Spring Open House Night. Notice of membership elections shall be sent out one month prior to Spring Open House Night, and shall include a brief statement defining the responsibilities and the term of membership. Those wishing to stand for election, and those desirous of nominating representatives should return a declaration on intent to the office at least one week prior to Open House. Formal election by secret ballot shall be held the night of Open House. All parents of children attending KMES shall be eligible to vote. Persons receiving the most votes are officially elected. Interested eligible voters unable to attend the Open House may request absentee ballots from the office. The absentee ballots must be returned to the office prior to the election.

Section 4 – Voting Rights

Each member shall be entitled to one vote and may cast that vote or act on consensus on each matter requiring a decision of the council. Absentee or proxy ballots shall not be permitted.

Section 5 – 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 requirements under which her or she was selected; e.g. a parent becomes employed by the school site. At a regular meeting, the Council, by affirmative vote of two-thirds or all the members, can suspend or expel a member. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive months.

Section 6 – Transfer of Membership

Membership in the Site Council is not transferable or assignable.

Section 7 – Resignation

Any member may resign by filing a written resignation with the Council President.

Section 8 – Vacancy

Any vacancy on the Council shall be filled for the remainder of the resigned member's term by appointment of the President.

Section 9 – Principal's Role

The principal or his/her designee shall act as the resource person for information and/or materials required by the committee to complete tasks to which it has been assigned.

Article IV

Officers

Section 1 – Officers

The officers of the Site Council shall be a President, Vice-President, and Secretary.

Section 2 – Election and Term of Office

Officers of the Site Council shall be elected annually and shall serve for one year. The President shall be a parent or community member. No officer shall serve consecutively for more than three (3) terms in the same position.

Section 3 – President

The president shall preside at all meetings of the Site Council and may sign all letters, reports, and other communications of the Site Council. In addition, the President shall attend District/Superintendent Advisory Committee meetings; perform all duties incident to the office of the President and other such duties as may be prescribed by the Site Council.

Section 4 – Vice President

The Vice President shall assist the President in all of his or her responsibilities and shall preside at any meeting at the President's request. The Vice President may also act as the Site Council representative and spokesperson to other district, county or state meeting in the absence of the President.

Section 5 – Secretary

The Secretary shall keep the minutes of the meetings, shall promptly transmit them; shall see that all notices are duly given in accordance with the provisions of these bylaws; and, in general, perform all duties incident to the Office of the Secretary. The Secretary will also give to each new Site Council member a copy of the Bylaws.

Section 6 – Vacancy

A vacancy in any office shall be filled by special election of the Site Council. Such vacancy shall be filled for the remainder of the school year.

Section 7 – Removal

Any officer may be removed by a two-thirds vote of all members sitting on the Site Council whenever, in the judgment of the Council, the best interest of the Council would be served thereby.

Article V

Committees

Section 1 – Committee Formation

The Site Council may from time to time establish and abolish such standing and/or special committees, as it may desire. No standing or special committee may exercise the authority of the Site Council.

Section 2 – Committee Membership

Committee membership shall be made up of staff and parent members. A certificated staff member shall chair such committees. The site administrator shall be a member of all committees. Non-school Site Council members may participate in the capacity of committee members at the discretion of the council.

Section 3 – Representation to other committees

The Site Council may maintain liaisons with various other groups within the district for the purposes of communication and coordination. The Site Council shall select a representative to the district Advisory Committee at the annual organizational meeting. This representative shall be entitled to vote on behalf of the Site Council. The Site Council shall fill vacancies in these liaisons and representatives as they occur.

Article VI

Meetings and Quorum

Section 1 – Regular Meetings

The Site Council shall meet at least once per quarter. Additionally, Google Doc meetings will be conducted as needed.

Section 2 – Special Meetings

Special meetings may be called by the President, the Principal or by a majority vote of the Site Council.

Section 3 – Place of Meetings

The Site Council shall hold its meetings in a room provided by the school. The room shall be readily accessible by all members of the public, including handicapped persons. The location of the meetings may be changed by a majority vote of the council.

Section 4 – Notice of Meetings

Public notice shall be given of regular meetings at least 48 hours in advance of a meeting. Any required notices of meetings shall be in writing, shall state the day, hour and location of the meeting.

Section 5 – Decisions of the Site Council

All decisions of the Site Council shall be made only after and affirmative vote of a majority of members in attendance or when the Council has reached a consensus opinion. Such decisions shall be valid only when a quorum is in attendance.

Section 6 – 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 Site Council.

Section 7 – Meetings Open to the Public

All regular meetings and special meetings of the Site Council and of its standing or special committees shall be open at all times to the public.

Section 8 – Conduct of Meetings

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

Article VII

Amendments

These Bylaws may be amended at any regular meeting by a two-thirds vote of the membership. The Site Council shall review these Bylaws every other year.