

NEWBURY PARK HIGH SCHOOL SITE COUNCIL BYLAWS

ARTICLE I NAME

The name of the School Site Council shall be *The Newbury Park High School Site Council*.

ARTICLE II PURPOSE

The purpose of *The Newbury Park High School Site Council* shall be to:

- 1) Assist in the development of a strong instructional program.
- 2) Explore and develop a Single School Plan for Student Achievement.
- 3) Have ongoing responsibility to consult with the principal, teachers, other school personnel, parents, and students during the planning, implementation, and evaluation of the Single School Plan for Student Achievement.
- 4) Carry out all duties and responsibilities assigned to it in the Education Code of the State of California and by the CVUSD Board of Education.

ARTICLE III MEMBERSHIP

SECTION 1. COMPOSITION

The School Site Council shall be composed of the following:

- 1) Principal
- 2) Teacher representatives, elected by the teachers
- 3) One counselor, elected by the counselors
- 4) One classified person, elected by the school classified personnel
- 5) One Assistant Principal
- 6) Five Parent or Guardian of Pupils. School Site Council members representing parents shall not be full time employees of the district or part time employees of the site.
- 7) Five student representatives, composed of four Class Presidents and the ASG Class Vice President, and an SDAC Rep. Student Representatives are required to appoint an alternate in the event that they are unable to attend a meeting.

The composition shall ensure parity between (a) the principal, classroom teachers, and other school personnel and (b) equal numbers of parents and students.

SECTION 2. TERM OF OFFICE

- 1) Parent/Guardian and school staff representatives are elected for a two-year term.
- 2) Students and alternates shall serve one-year terms.
- 3) Members may serve for no more than two terms consecutively. Terms served as an alternate shall not apply.

SECTION 3. SELECTION PROCESS

- 1) Nomination for parent/guardian representatives will be solicited in August. If necessary, a slate of nominees will be published at Back -To -School Night and votes will be tabulated by the September meeting.
- 2) School staff elections are to be completed by the September meeting.
- 3) New parent and staff representatives should assume office at the September meeting

- 4) The student representative shall assume membership at the first School Site Council meeting in September.

SECTION 4. VOTING PRIVILEGES

Each School Site Council member, which may include DAC, ELAC, GATE DAC, and SEDAC representatives, shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the School Site Council. In the absence of a regular member, the alternate from the appropriate group may vote. Absentee ballots shall not be permitted.

Two-thirds of the School Site Council members and/or voting alternates present at a meeting shall constitute a quorum.

In the event that a regular member cannot attend a meeting, it shall be his or her responsibility to ensure that the alternate attend. In such case, the alternate shall be entitled to one vote.

SECTION 5. TERMINATION OF MEMBERSHIP

- 1) A parent or student member or alternate shall no longer hold membership should he or she cease to be a student or parent of a student at Newbury Park High School, or no longer meet the membership requirements under which they were elected: e.g., a parent becomes a full-time employee of the district.
- 2) Any member may resign by filing a written resignation with the School Site Council chairperson.
- 3) Any member missing three consecutive meetings (not including July and August) shall relinquish his or her School Site Council membership.

SECTION 6. VACANCIES

Any vacancy on the School Site Council shall be filled for the remainder of the election year by the alternate for that group. If the unexpired term is for another full year thereafter, the position shall be filled by the regular selection process. Any vacancy in the position of alternate shall be filled by appointment by agreement of the School Site Council.

ARTICLE IV OFFICERS

SECTION 1. OFFICERS

Elected officers of the School Site Council shall be chairperson, vice-chairperson, secretary, and parliamentarian. Elected officers shall come from the parent representatives.

SECTION 2. ELECTION AND TERM OF OFFICE

- 1) All officers shall be elected by voice or paper ballot at the September meeting. Officers may be elected by voice if unopposed. If there are more than one nominee for each office, a vote will commence by ballot.
- 2) No member shall hold the same office more than two years in succession unless by majority vote of the School Site Council.
- 3) A vacancy in any office shall be filled by a majority vote of the School Site Council for

the unexpired portion of the term.

- 4) Officers shall be elected from the primary voting School Site Council members.

SECTION 3. DUTIES OF OFFICERS

Chairperson—It shall be the duty of the Chairperson to preside at all meetings

Vice-Chairperson—The Vice-Chairperson shall represent the Chairperson in assigned duties and substitute for the Chairperson during his or her absence.

Secretary—The Secretary shall record the minutes of all meetings and keep on file records and communications of the School Site Council.

Parliamentarian—The Parliamentarian shall make a determination of voting members at each meeting, and shall advise the members regarding Robert's Rules of Order when appropriate.

ARTICLE V COMMITTEES

The School Site Council may 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.

ARTICLE VI MEETINGS OF THE SCHOOL SITE COUNCIL

- 1) All meetings shall be open to the public.
- 2) Special meetings may be called by the chairperson or by the majority vote of the School Site Council.
- 3) Two-thirds of the School Site Council members and/or voting alternates present at a meeting shall constitute a quorum.
- 4) Agendas shall be prepared by the Chairperson, together with the Principal. It shall include specific items to be discussed and may include specific times for one or more activities. Agendas shall be posted in a place accessible to the public at least 72 hours prior to the meeting.
- 5) Public Comments shall be limited to three minutes per speaker. If there are more than three speakers, each speaker's time shall be limited to two minutes.

ARTICLE VII PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order shall govern the School Site Council in all cases where they are not in conflict with these bylaws.

ARTICLE VIII AMENDMENTS

Provisions of the bylaws may be amended by a two-thirds vote of the elected School Site Council members present at a duly constituted meeting, providing such proposed amendments are received by all School Site Council members at least two weeks prior to the meeting.

Revised 11/27/2018