

# **Portola Springs School Site Council By-Laws**

## **Article I. Name of Council**

The Name of this organization shall be the Portola Springs School Site Council.

## **Article II. Role and Responsibilities of the Council**

The Portola Springs School Site Council shall be responsible for developing and recommending a school improvement plan and, following approval by the Irvine Unified School District, shall continually review the implementation of the plan and periodically assess its effectiveness. The School Site Council shall also be responsible for approving expenditures of the School Improvement Program funds allocated by the State of California and the Irvine Unified School District.

## **Article III. Membership**

### Section 1: Size and Composition

The Portola Springs School Site Council shall consist of 8 members, selected according to the California Education Code as follows: Four (4) members shall be drawn from of the school faculty or staff, consisting of the principal, one other staff member and/or three classroom teachers, and four (4) community residents, including at least two (2) parents of students that are English Learners.

School Site Council members representing community members may be employees of the school district but may not serve as a parent representative at the site of their employment.

### Section 2: Attendance

School Site Council Members are expected to attend all meetings. Failure to attend two consecutive meetings may be grounds for dismissal.

### Section 3: Suspension or Termination of Membership

The School Site Council, by affirmative vote of a minimum two-thirds (2/3) of all members can suspend or expel a member. A community resident member shall forfeit 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; e.g., a parent becomes employed by the District at the school site.

#### Section 4: Transfer of Membership

Membership in the School Site Council is not transferable or assignable.

### **Article IV. Selection of Members**

#### Section 1: Timing of Selection

School Site Council members shall be selected by their representatives prior to the initial meeting of the School Site Council.

#### Section 2: Nomination of Parent/Community Members

Parent/community members may nominate themselves or be nominated by other members of the community. If there are insufficient nominations prior to the initial meeting of the Council, a nominating committee consisting of the principal, one staff member and one member of the parent community shall prepare a slate of nominees which will be distributed to the community for selection and/or approval. The person(s) receiving the greatest number of votes shall be elected.

#### Section 3: Selection of Community Members

Selection of community members shall be made prior to the first School Site Council Meeting. Ballots shall be sent home through the school conduit. All parents of Portola Springs students and interested community members shall be entitled to one vote. Each parent and/or community member shall be entitled to vote for as many members as are to be selected.

#### Section 4: Selection of Faculty Members

Faculty members of the School Site Council are selected by peers in a democratically conducted process during a faculty meeting conducted prior to the initial Site Council meeting.

### **Article V. Terms of Membership**

#### Section 1: Terms of Office

All members of the School Site Council shall serve for a three-year term. However, in order to achieve staggered membership, one-half, or the nearest approximation thereof, of the members representing parents/community members shall serve for a two-year term only during the first year of the council's existence. After the first year, all terms shall be three years in length. At the conclusion of a member's term, at least one year shall elapse before such member may be selected to a new term.

Section 2: Resignation and Vacancy

Resignations must be submitted in writing to the Chairperson. Any vacancy may be filled by the appropriate replacement member for the remainder of the vacated term upon consensus of the School Site Council.

**Article VI. Officers**

Section 1: Officers

The officers of the School Site Council shall be a Chairperson, a Vice-Chairperson and a Secretary. With the consensus of the Council, alternatively two individuals may serve as Co-Chairpersons.

Section2: Election and Term of Office

Officers shall be elected at the initial meeting and shall serve for one year or until a successor has been elected.

Section 3: Vacancy

A special election shall be held to fill any vacancy among the officers for the unexpired portion of the term at the next regular meeting following notification of the vacancy.

Section 4: Maximum Term – Chairperson

The Chairperson may be selected for a maximum of two, 1-year, consecutive terms.

**Article VII. Duties of Officers**

Section 1: Chairperson

The Chairperson shall preside at all meetings and shall sign letters, reports, and other communications. The Chairperson shall prepare and transmit to the members an agenda and background material at least 2 days prior to a meeting.

Section 2: Vice-Chairperson

The Vice-Chairperson shall substitute for the Chairperson during his or her absence.

Section 3: Secretary

The Secretary shall keep the minutes of both regular and special meetings and shall transmit copies to the members and to the school district, be custodian of the School Site Council records,

keep a register of membership information, including addresses and phone numbers of each Council member, and attendance and prepare a monthly newsletter within two weeks following the meeting to be distributed through conduits to all parents of Portola Springs students.

### **Article VIII. Committees**

#### Section 1: Standing and Special Committees

The Council may establish or abolish 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 Council, the Chairperson shall appoint members to the various committees.

#### Section 3: Terms of Office

Each committee member shall continue as a committee member until his or her successor is appointed, or a committee is terminated or abolished. 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 IX. Conduct of Meetings**

#### Section 1: Regular and Special Meetings

The School Site Council shall meet regularly at least quarterly or four (4) times per year. Meetings may be held at other times by approval of a simple majority of the members. A minimum of forty-eight (48) hours notice shall be given for all meetings and an agenda publicized at that time. All meetings shall be open at all times to the public.

#### Section 2: Quorum

In order to call a meeting to order, there must be a quorum. A quorum shall consist of four (4) members, at least two (2) from Faculty and two (2) from community members.

#### Section 3: Place of Meetings

All meetings shall be open to the general public in facilities provided by the school and accessible to all including handicapped persons. They shall be conducted so as to encourage participation by non-members and in accordance with Roberts Rules of Order.

Section 4: Voting

Each member of the School Site Council shall be entitled to one (1) vote. An affirmative vote by a super majority of the School Site Council members present at any meeting when a quorum is present shall be required to reach a decision. Super majority shall mean all but one voting member present of a properly called to order meeting.

**Article X. Ratification and Amendment of By-Laws**

Section 1: Ratification

These By-Laws may be ratified by an affirmative vote of a super majority of the School Site Council members at any meeting when a quorum is present. Public announcement of the proposed ratification shall have been made at least one meeting in advance of voting.

Section 2: Amendment

These By-Laws may be amended by an affirmative vote of super majority of the School Site Council members at any meeting when a quorum is present. Public announcement of the proposed amendment shall have been made at least 20 days in advance of voting on such an amendment.