

**LINCOLN HIGH SCHOOL
SCHOOL SITE COUNCIL BYLAWS**

Amended September 8, 2008

VISION STATEMENT

The vision of the Lincoln High School Based Coordinated Program, in partnership with students, parents, staff and community, is to create a safe and positive learning environment in which we empower our students to become valuable and responsible contributors to our society with a defined vision of their purpose and place in the world.

ARTICLE I NAME

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

ARTICLE II PURPOSE

The purpose of this Council shall be:

1. To develop and recommend a School Based Coordinated Program and budget to the Board of trustees.
2. To review with administrators, teachers, other school personnel, parents and students the implementation of the School Based Coordinated Program.
3. To assess periodically the effectiveness of the School Based Coordinated Program, using WASC criteria and the evaluation procedures as stated in the SBCP strategies.
4. To modify or to improve the School Based Coordinated Program and/or budget.
5. To take other actions as required by the California Education Code.

ARTICLE III MEMBERSHIP

Section I: Composition and Selection

- 1.a The Council shall be composed of:
 - 1.1a Five parents of students attending the school selected by such parents (details 1.g);
 - 1.2a Six classroom teachers selected by teachers at the school (details 1.h);
 - 1.3a Three persons representing other school personnel selected by other school personnel at the school (details 1.i);

- 1.4a Five students attending the school selected by their peers (details 1.j);
- 1.5a One administrator.
- 1.b The council shall be constituted to ensure parity between (a) the administrator, classroom teachers and other school personnel, and (b) equal numbers of students and parents (not employed at the site by the school district).
- 1.c Classroom teachers shall comprise the majority of persons represented under 1.b (a).
- 1.d The membership of the council shall not exceed twenty.
- 1.e Each group represented in 1.a shall have one elected alternate (i.e., parents, teachers, other school personnel and students).
- 1.f The school site council should attempt to include a broad representation of parents, students and staff, including socio-economically and ethnically diverse groups residing in the school attendance area.
- 1.g The parents' membership election shall be as follows:
 - 1.1g Written notice will be sent to all parents for nominations/ volunteers to fill council vacancy(ies) through the April edition of "The LINK". In seeking nominees, special notification will be given to all parent organizations on campus by the coordinator or council chairperson.
 - 1.2g Written notice will be sent to all parents of eighth grade students via their school newsletters.
 - 1.3g Parents of junior students may not be nominated, since the term of office is two years and the parent would be unable to complete the two-year term.
 - 1.4g Names of nominees will be passed onto the PTSA representatives who will formulate the ballot.
 - 1.5g Up to five at-large parent representatives shall be elected to fill council vacancy(ies) at a regularly scheduled PTSA meeting by any and all parents in attendance at this meeting.
- 1.h Teacher membership election shall be as follows:
 - 1.1h Written notice shall be sent to all teachers for nominations/ volunteers to fill council vacancy(ies) through the staff bulletin during the fourth quarter of the school year.
 - 1.2h Nominations and /or volunteers shall be received by the site council chairperson or coordinator. No department may have more than one representative on the site council in order to ensure fairness in developing the school plan, budget and curricular matters.
 - 1.3h A ballot containing the list of all nominees and or volunteers will be distributed by the chairperson or coordinator to all teachers for voting purposes. Ballots shall be returned to the site council chairperson or coordinator for tabulation.
- 1.i Other school personnel membership election shall be as follows:
 - 1.1i Written notice shall be sent to all "other school personnel" for nominations/ volunteers to fill council vacancy(ies) through the staff bulletin during the fourth quarter of the school year.

- 1.2i Nominations and/or volunteers shall be received by the site council chairperson or coordinator. No more than one representative per job classification shall be nominated in order to ensure fairness in developing the school plan, budget and curricular matters.
- 1.3i A ballot containing the list of all nominees and/or volunteers will be distributed by the chairperson or coordinator to other school personnel for voting purposes. Ballots shall be returned to the site council chairperson or coordinator for tabulation.
- 1.j Student membership election shall be as follows:
 - 1.1j All ninth and tenth grade students are eligible to run for the two-year position.
 - 1.2j Students will be notified of the number of vacancies and the opportunity to run via the written daily bulletin and announcements.
 - 1.3j Elections will be held in the spring of the school year in conjunction with the Class Officer election.
 - 1.4j Students interested in running for office will:
 - 1.4.1j Complete and submit an SSC Nomination form.
 - 1.4.2j Submit at least one Teacher Recommendation.
 - 1.4.3j Interview with the current SSC Student Representatives and Principal.
 - 1.5j Names of nominated students meeting the criteria of 1.4j will appear on the Class Officer election ballot. Ballots will be distributed to all students. Results will be submitted to the principal.
 - 1.6j Election to the office will be made on the basis of points earned by a 50%/50% weighting between the student vote and interview. The teacher recommendation will be used for disqualification purposes only, i.e. one was not turned in or the evaluation was poor.
 - 1.7j An alternate shall be elected as follows:
 - 1.7.1j The student with the next highest number of points after the students who are elected will be named as an alternate.
 - 1.7.2j The alternate will serve a one-year term. If the alternate chooses to run for election in the following year and is elected, he/she will serve a one-year term, so the two-year term limit is not exceeded.
 - 1.7.3j The alternate will attend every meeting with voice privileges, but will only have voting privileges when one of the five elected student representatives is absent.
 - 1.8j All ties for either elected or alternate positions will be broken by a coin toss.
 - 1.9j Should an unexpected vacancy occur, the principal and student representatives will appoint a replacement, according to the following procedures:

- 1.9.1j Students who ran for an ASB office or a class officer position and were not elected, and students nominated by teachers will be sent an invitation to apply for SSC membership.
1. 9.2j Nominated students will complete an application asking students to:
- List all activities in which they are currently involved.
 - Describe their personal qualities and work ethic.
 - Describe how they balance schoolwork and activities.
 - List the qualities they have that make them a good leader.
 - Describe how they have demonstrated those leadership qualities.
1. 9.3j Sitting student representatives will paper screen all applications and determine which students will be interviewed.
1. 9.4j Sitting student representatives will appoint the candidate of their choice after interviews are completed. If consensus is not reached, a vote will be taken to determine the appointment.

Section 2: Term of Office

- 2.a All members of the council shall serve for a two-year term.
- 2.b Every effort should be made to achieve a staggered and experienced membership, i.e. one-half, or the nearest approximation thereof, of the members representing parents and students and one-half, or the nearest approximation thereof, of the members representing teachers and other school personnel (except the administrator).
- 2.c If after elections are held, a balance of new and experienced membership is not achieved, the Council shall use a method of chance, e.g. drawing straws or names from a hat, to determine which members will serve a one-year term and which will serve a two-year term.
- 2.d At the conclusion of a member's term, at least one year shall elapse before the member may be elected for a new term.

Section 3: Duties of Council Members

- 3.a Council members including alternates shall attend all meetings.
- 3.b Council members shall carry out such duties as may be necessary for the functioning of the school site council for the implementation of the school based coordinated program.

Section 4: Voting Rights

- 4.a Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council.
- 4.b The elected representative may cast an absentee ballot.
- 4.c Items lacking an absentee ballot may be voted on by the elected alternate.

Section 5: Termination of Membership

- 5.a A member shall no longer hold membership should he or she cease to be a resident of the area or should he or she no longer meet the membership requirements under which they were selected (i.e., a parent becomes employed by the district).
- 5.b Membership shall automatically terminate for any member who is absent from three regularly scheduled meetings.
- 5.c After a member misses two regularly scheduled meetings, he or she will be sent a written reminder of By Law 5.b by the chairperson or coordinator.
- 5.d The council, by affirmative vote of two-thirds of all members may allow an elected representative who has been automatically terminated (i.e., 5.b) to continue on the council.
- 5.e These votes (5.d) will be conducted by secret ballot.

Section 6: Transfer of Membership

- 6.a Membership in the School Site Council is not transferable.
- 6.b Membership in the School Site Council is not assignable.

Section 7: Resignation

- 7.a Any member of the council may resign by filing a written resignation with the school site council chairperson.

Section 8: Mid-Term Vacancy

- 8.a Any mid-term vacancy on the council shall be filled for the remainder of the term by the elected alternate.
- 8.b Additional vacancies shall be filled by the process outlined in Article III, Section 1.

ARTICLE IV OFFICERS

Section 1: Officers

- 1.a The officers of the school site council shall be a chairperson, vice-chairperson and secretary or coordinator. In the event of a tie, those finishing a tie may serve as co-officers.
- 1.b Members shall serve a minimum of six months on the Lincoln High School Site Council before becoming eligible to serve as officers, unless no member meeting this requirement accepts the nomination.

Section 2: Election and Term of Office

- 2.a The officers of the school site council shall be elected annually.
- 2.b The officers shall serve for one year or until each successor has been elected.

Section 3: Removal

- 3.a Any officer may be removed by a two-thirds vote of all members sitting on the school site council whenever, in the judgment of the council, the best interests of the council would be served thereby.

Section 4: Vacancy

- 4.a A vacancy in any office because of resignation, removal, disqualification or otherwise shall, by special election, be filled by the school site council for the unexpired portion of that term.

Section 5: Chairperson

- 5.a The chairperson shall preside at all meetings of the school site council.
5.b The chairperson shall sign all letters, reports and other communications of the school site council.
5.c The chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the school site council from time to time.

Section 6: Vice-Chairperson

- 6.a The vice-chairperson shall represent the chairperson in assigned duties and shall substitute for the chairperson during his or her absence.
6.b The vice-chairperson shall perform such other duties as, from time to time, may be assigned by the chairperson or by the school site council.

Section 7: Secretary or Coordinator

- 7.a The secretary or coordinator shall keep the minutes of the meetings, both regular and special, of the school site council.
7.b The secretary or coordinator shall promptly transmit to each of the members, to the school district and to such other persons as the school site council may deem true and correct, copies of the minutes of such meetings.
7.c The secretary or coordinator shall see that all notices are duly given in accordance with the provisions of these bylaws.
7.d The secretary or coordinator shall keep a register of the address and telephone number of each member of the school site council which shall be furnished to the secretary or coordinator by such member.
7.e The secretary or coordinator shall perform all duties incident to the office of the secretary and such other duties as, from time to time may be assigned to the office by the chairperson or by the school site council.
7.f In the absence of both chairperson and vice-chairperson, the secretary or coordinator shall preside at the meetings.

ARTICLE V COMMITTEES

Section 1: Standing and Special Committees

- 1.a The school site council may from time to time establish and abolish such standing or special committees as it may desire.
1.b No standing or special committee may exercise the authority of the school site council.

Section 2: Membership

2.a The chairperson of the school site council may appoint members of the various committees with the approval of the school site council.

Section 3: Term of Office

3.a Each member of a committee shall continue as such for the term of his or her appointment and until his or her successor is appointed, unless committees shall be sooner terminated or abolished or unless such member shall cease to qualify as a member thereof.

Section 4: Rules

4.a Each committee may adopt rules for its own government consistent with these bylaws; or with rules adopted by the school site council; or with policies of the Board of Trustees.

Section 5: Quorum

5.a Unless otherwise provided in the decision of the school site council designating a committee, a majority of the committee shall constitute a quorum.

5.b The act of a majority of the committee members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6: Vacancy

6.a A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in Section 2.a.

ARTICLE VI MEETING OF THE SCHOOL SITE COUNCIL

Section 1: Regular Meetings

1.a The school site council shall meet regularly at least once per month.

Section 2: Special Meetings

2.a Special meetings may be called by the chairperson or by majority vote of the school site council.

Section 3: Place of Meetings

3.a The school site council shall hold its regular meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

Section 4: Notice of Meetings

4.a Public notice shall be given of regular meetings at least 48 hours in advance of the meeting.

4.b Any change in the established date, time or location must be given special notice.

4.c All special meetings shall be publicized.

4.d Any required notice shall be in writing and shall state the day, hour and location of the meeting.

- 4.e The notice shall be delivered either personally or by mail to each member not less than 48 hours or more than two weeks prior to the date of such meeting.

Section 5: Quorum and Decisions of the School Site Council

- 5.a All decisions of the school site council shall be made only after an affirmative vote of a majority of its members in attendance.
- 5.b The presence of 51 percent of the total membership, both clients and providers, shall be required in order to constitute a quorum necessary for the transaction of the business of the school site council
- 5.c The school administrator is responsible to the superintendent and the Board of Trustees for the total educational program of the school. If, because of this responsibility, the administrator is unable to agree with the decision of the council on any matter, he or she shall so state the reason(s) for such disagreement and may refer the matter at issue to the assistant superintendent for educational services and /or the superintendent for an administrative recommendation. In any case, of course, the Board of Trustees shall have the authority to make a final decision.

Section 6: Conduct of meetings

- 6.a All regular and special meetings of the school site 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

- 7.a All regular and special meetings of the school site council and of its standing or special committees shall be open at all times to the public.

ARTICLE VII AMENDMENT

These bylaws may be amended at any regular meeting by a two-thirds vote of each half (providers being one-half and clients being the other half) of the school site council.