

**RICHARD HENRY LEE ELEMENTARY SCHOOL  
SCHOOL SITE COUNCIL  
BY-LAWS**

**ARTICLE 1                      NAME**

The name of this committee shall be the Lee School Site Council ("Council").

**ARTICLE 2                      PURPOSE**

The purpose of this Council shall be to:

- A. develop and recommend the school improvement plan;
- B. review the implementation of the plan;
- C. assess the effectiveness of the school plan;
- D. review and update the school improvement plan;
- E. establish the annual school improvement budget;
- F. advise the principal and the school staff regarding local school related real and perceived needs, issues, and problems;
- G. facilitate two-way communication between the school and the community it serves.

**ARTICLE 3                      MEMBERS**

A. Composition

The council shall consist of twelve members, as follows:

- 1 Lee School principal, ex officio
- 4 Lee School teachers
- 1 other Lee Staff (non teacher); and
- 6 Lee School parents or community members

## B. Selection of Members

### Teachers

Each spring, at a staff meeting called by the principal and open to all voting members, the teachers shall elect teachers to fill teacher openings, including an alternate representative on the Council for the following school year.

### Other Staff

Each spring, at a staff meeting called by the principal and open to all voting non teacher members, the staff of Lee School shall elect a non-teacher staff person – either certificated or classified – to fill the staff opening including, an alternate representative on the Council for the following year.

## 1. Parent and/or Community Members

### a. Election

Each spring, at a meeting called by the principal and open to the public, or by written ballot, parents of Lee School students and Lee School community members shall elect parents and/or community members to fill any parent or community member openings, including an alternate representative, on the Council for the following school year. All such openings shall be filled by persons who have been nominated pursuant to these By-Laws.

### b. Nominations

At least one month before each annual election of parent and/or community members, public notice of such openings shall be given. Nominations of persons to fill such openings may be self-suggested or suggested by other parent or community members.

Nominations shall be submitted in writing to the Lee School principal and shall be submitted no less than 7 days before the election.

## C. Resignations

Resignations will be accepted only upon written notice to the Chairperson of the Council. The first vacancy shall be filled by the alternate Council member of the representative group. Any subsequent vacancies shall be filled by recommendation of the Chairperson subject to the approval by the majority of the Council members of the category to be filled (e.g., certificated staff, staff, parent or community members). Any member filling a vacancy pursuant to Article 3 C. shall serve until the next annual election of Council members, at which time the vacancy shall be filled pursuant to Article 2B.

D. Length of Service

- a. Beginning with the first annual election pursuant to these By-Laws, each member shall be elected for a two-year term and may serve on the Council a maximum of two consecutive years. Each alternate shall be elected for a one-year term. Serving as an alternate shall not count toward the two consecutive years maximum time that an elected member shall serve on the Council.

The term of each current member of the Council is set forth in the attached School Site Council Member Roster.

## **ARTICLE 4                      OFFICERS**

The officers of this Council shall be a Chairperson, Vice Chairperson, Secretary and Parliamentarian. The officers shall be elected by the School Site Council at its first regular meeting of the school year and shall serve for one year.

## **ARTICLE 5                      MEETINGS**

A. Regularly Scheduled Meetings

There shall be no less than four regularly scheduled meetings per school year, with the first meeting no later than October 30<sup>th</sup>. The date and time of the first regular meeting of the school year shall be established by the principal after consultation with a majority of the members of the Council. The date and time of the regularly scheduled meetings shall be established at the first meeting of the school year.

B. Additional Meetings

Additional meetings shall be called by joint agreement of the principal and the Council Chairperson.

C. Open Meetings

All Council meetings shall be open to the parents, staff and community of Lee School.

## **ARTICLE 6                      QUORUM AND VOTING**

A simple majority of the members of the Council shall constitute a quorum to conduct a meeting of the Council. Any resolutions or formal actions of the Council must be enacted by a motion made, seconded and voted upon by members of the Council. All voting will be held in scheduled Lee Site Council meetings with a quorum present. Any vote, other than Amendment of these By-Laws, shall pass by a simple majority of those members of

the Council present at a meeting. The alternate council member for each representative group may vote if a member from their representative group is absent. Alternates can only vote for an absent member of which they represent.

## **ARTICLE 7                      AMENDMENT**

These By-Laws may be amended at any regular meeting by a two-thirds vote of the members of the Council. Written notice of proposed amendments shall be given to all Council members at least one week in advance of being voted upon.

## **ARTICLE 8                      DUTIES OF OFFICERS**

### **A. Chairperson**

The Chairperson shall preside at all meetings of the Council.

### **B. Vice Chairperson**

In the absence or disability of the Chairperson, the Vice Chairperson shall assume the duties of the Chairperson.

### **C. Secretary**

The Secretary shall keep minutes of all meetings of the Council. The Secretary shall be responsible for making sure that agendas and minutes of Council meetings are made available as required by Article 14.

### **D. Parliamentarian**

The parliamentarian will help resolve questions of procedure, with the help of "Robert's Rules of Order" or similar guide.

## **ARTICLE 9                      DUTIES OF COUNCIL MEMBERS**

It shall be the duty of all Council members to attend all meetings or to notify the elected alternate when it is impossible to attend in person. It shall be the duty of the alternate member to attend any meeting as requested by a member unable to attend. In the event of a permanent vacancy created by an elected member, the alternate of the representative group shall fulfill the position until the next annual election of Council members.

## **ARTICLE 10                      ELECTION OF OFFICERS**

All officers shall be elected by ballot at the first regular meeting of the school year. Newly elected officers shall assume their duties at the close of the meeting at which they are elected. Should an officer resign before new elections are held, the Chairperson shall

appoint a Council member to assume the office until the next regular meeting when the vacancy shall be filled.

## **ARTICLE 11                      COMMITTEES**

The chairperson shall appoint such committees as considered necessary at any time as directed by a majority of the Council members present at a Council meeting.

## **ARTICLE 12                      REPRESENTATION ON DISTRICT REPRESENTATIVE COUNCIL**

An SSC parent and teacher shall serve on the District Curricular Steering Committee if possible.

## **ARTICLE 13                      AGENDAS AND MINUTES**

An agenda will be posted in the Lee School office 72 hours prior to each Council meeting and will also be forwarded to the Superintendent and the Director of Special Projects of Los Alamitos Unified School District. Minutes of all Council meetings will be kept and available for review at the Lee School office. A copy of the minutes from each Council meeting will be provided to Council members.

## **ARTICLE 14                      COMMUNICATION WITH LAUSD BOARD OF TRUSTEES**

The Council may send communication to the Los Alamitos Unified School District Board of Trustees through the Superintendent, or may provide such communications at a public meeting of the Board of Trustees.

A summary of a written report of actions of the Council shall be kept at Lee School with a copy transmitted to the Superintendent.