

Granite Oaks Middle School - Site Council Bylaws

Revised and approved: October 17, 2017

ARTICLE I: Name of Committee

The name of this committee will be the Granite Oaks Middle School Site Council.

Article II: Duties

The Granite Oaks Middle School Site Council shall carry out the following duties:

- Obtain recommendations for, and review the proposed Single Plan for Student Achievement from all school advisory committees,
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations,
- Recommend the plan and expenditures to the governing board for approval,
- Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members,
- Make modifications to the plan whenever the need arises,
- Submit the modified plan for governing board approval whenever a material change is made in planned activities or related expenditures,
- At least annually, evaluate the progress made toward school goals to raise the academic achievement of all students, and
- Carry out all other duties in accordance with all district policies and state and federal law.

ARTICLE III: Elections

Section 1. School Site Council Openings

Granite Oaks will notify parents of School Site Council (SSC) openings, nominations, and elections at the beginning of the school year by U.S. mail. This notice will also include the purpose of the SSC, SSC member duties, the number of SSC openings, procedures for nominating oneself and other parents, and the time, place and procedures for the SSC election.

Section 2. Nominations

Nominations for openings can be made for oneself or others. Nominations are in written form. During the election meeting, nominations can be in written or verbal form.

Section 3. Elections

Elections are held during the first meeting of the school year. Candidates must be present at the designated election meeting to be considered a viable candidate. Parents at the meeting have one vote. Parents in attendance vote by secret ballot.

Section 4. Vacancy

A. At the beginning of the school year:

1. The school will send home at least one written notice explaining the:
 - a. School Site Council (SSC)
 - b. Duties of SSC members
 - c. Number of SSC openings
 - d. Procedure for nominating oneself and other parents for openings
 - e. Time, place and procedure for the SSC election

2. Elementary schools, middle schools, and alternative education will notify parents of the opening at the beginning of the school year. High schools will ask for nominations from parents of current grades 9 - 11 students and current grade 8 students in the spring.
3. Notices about SSC openings, nominations, and elections will be sent home with the student, by U.S. mail, or electronically in grades K-6 and sent by U.S. mail or electronically in grades 7 - 12.
4. Nominations for openings can be made for oneself or others. Nominations are in written form unless a meeting is held for an election, in which case nominations can be in written or in verbal form.
5. The principal verifies the candidates and one ballot sheet is sent home (with the student, by U.S. mail or electronically) to each family. Students return the ballot to the designated place at school. The School will maintain a list of students who returned a ballot.

B. During the school year:

1. Any vacancy on the School Site Council shall be filled for the remainder of the unexpired term by a special election of the appropriate peer group.
2. For parent elections, the same procedures for the election at the beginning of the school year apply except parents will be notified of the opening within 45 days.

ARTICLE IV: Membership

Section 1. School Site Council

- A. The voting members shall be composed of the following Granite Oaks Staff: principal, teachers (3), classified staff (1), and parents (5) of students currently attending Granite Oaks Middle School. Elections for membership shall take place at the first meeting of each school year with each category elected by their peer group.
- B. The Site Council shall also include one non-voting Student Senate representative.
- C. All parent, staff, and community members shall be encouraged to participate.
- D. Granite Oaks Middle School staff shall not serve as parent representatives on the Site Council.

Section 2. Responsibilities and Rights

All Council members shall enjoy the full rights and obligations of membership. Council members shall be entitled to one vote and may cast that vote on each matter submitted to the Council. Voting by proxy or absentee ballots is not permitted. A tie vote shall mean the Submitted matter has not been passed by the Council.

Section 3. Termination of Membership

A member who ceases to be a resident of the geographic Or academic community shall no longer hold membership. Membership may be terminated for any member who is absent from all regular and special meetings for a period of three consecutive months. The Council, by simple majority of members representing each of the groups, may recommend termination of an individual's membership from the Site Council.

Section 4. Term Of Office

Site Council members are elected for each year for a one-year term. An individual may serve in successive years but must be elected annually. Elections for voting members shall take place at the first meeting of the School year. Term of office will be from this election to the next year's election.

Section 5. Resignation

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

ARTICLE V: Officers

Section 1. Officers

The officers of the School Site Council shall be a Chairperson, Vice Chairperson, and a Recording Secretary.

Section 2. Election and Term of Office

The chairperson, vice chairperson, and recording secretary of the School Site Council shall be elected annually by the newly formed Council.

Section 3. Chairperson

The chairperson, in cooperation with the principal, shall prepare an agenda for each council meeting. He/she shall preside at all meetings of the School Site Council and in addition, he/she shall perform all duties as may be prescribed by the School Site Council from time to time.

Section 4. Vice Chairperson

The duties of the vice-chairperson shall be to represent the chairperson in the event of his/her absence.

Section 5. Recording Secretary

The recording secretary shall keep the minutes of the meetings, both regular and special, of the School Site Council and shall promptly transmit to each of the members, to the principal, to the Superintendent, and to such other persons as the committee may deem appropriate copies of the minutes of such meetings; see that all notices are duly given in accordance with the provision of these bylaws, be custodian of the Council's records, keep a register of the address and telephone number of each member of the Council and, in general, perform all duties inherent to the office of recording secretary and such other duties as from time to time may be assigned to the office by the chairperson.

ARTICLE VI: Standing and Special Committees

Section 1. Creation and Abolition of Standing and Special Committees

The School Site Council may from time to time create and abolish such standing or special committees as desired. Members for such Committees may be drawn from outside the School Site Council but should include a member from the Council. No standing special committee may exercise the authority of the School Site Council.

Section 2. Membership

Unless otherwise determined by the School Site Council in its decision to establish a committee, the chairperson of the School Site Council shall appoint members to the various committees.

Section 3. Term Of Office

Each member of a committee shall serve for the term of his appointment and until his successor is appointed unless the member resigns from the committee or is relieved of committee membership by a majority vote of all remaining committee members.

ARTICLE VII: Meetings of School Site Council

Section 1. Regular Meetings

The School Site Council shall meet no less than 3 times a school year while school is in regular session. The principal or his/her designee must be in attendance at all meetings.

Section 2. Special Meetings

Special meetings may be called by the chairperson or by majority vote of the School Site Council, with approval of the principal.

Section 3. Place of Meetings

The School Site Council shall hold its regular meetings and special meetings in a facility provided by the school.

Section 4. Notice of Meeting

At the first meeting of the year, a calendar of meetings shall be established, publicized, and placed on the agenda. Any change in the established date, time, or location must be given special notice. Notice of any special meetings shall be in writing stating the day, hour, and location of the meetings and shall be delivered either personally forty eight hours in advance of the meeting or sent by mail to each member not less than five days before the date of such meeting.

Section 5. Quorum

The presence of five (5) Site Council voting members shall constitute a quorum.

Section 6. Recommendation of the School Site Council

All School Site Council recommendations shall require a simple majority vote of the voting members in attendance provided a quorum is present.

Section 7. Voting by the Council

Recommendations of the Council shall occur through motions passed by the Council after a vote on the motion called for by the chair.

Section 8. Meetings Open to Interested Persons

All regular and special meetings of the School Site Council and its standing or special Committees shall be open at all times to interested persons.

ARTICLE VIII: Amendments

These bylaws may be amended at any time by a two-thirds affirmative vote of the Granite Oaks Middle School Site Council voting members.