



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

(School Name) Franklin Middle School and High School

School Site Council (SSC) BYLAWS

These bylaws are provided by the Office of Student, Family and Community Engagement for use by the SSC. A school principal, on behalf of the SSC, may request permission to amend bylaws in writing. Permission to do so is granted by the Region Administrative Coordinator of Family and Community Engagement, who also approves the proposed amendments. A school does not need permission to modify the bylaws by completing the bolded and/or blank areas indicated below. Once the identified blank areas of these bylaws are modified, which do not constitute an "amendment," a school should keep these final versions on file and review them with representatives. Bylaws may never conflict with federal, state, or District regulations.

ARTICLE 1: DUTIES AND FUNCTIONS

Franklin Middle School and High School

The SSC of **(name of school)**, hereinafter referred to as the SSC, shall carry out the following duties:

- Review the English Learner Advisory Committee's advice for improvement of the School Plan for Student Achievement (SPSA).
- Develop and approve the SPSA and related expenditures in accordance with all federal, state, and District laws and regulations.
- Recommend the plan and expenditures to the District for approval.
- Provide ongoing review of the implementation of the plan with the principal, teachers, and school staff members, and other representatives.
- Make modifications to the plan whenever the need arises.
- Submit the modified plan to the Region for review and approval whenever a material change is made in planned activities or related expenditures.
- Annually, and at each semester or trimester, by reviewing data, evaluate the progress made toward school goals to raise the academic achievement of all students.
- Develop the Integrated Safe School Plan or delegate the responsibility of its development to the safety planning committee.
- Review the Targeted Student Population Plan.
- Carry out all other duties assigned by the LAUSD Board of Education and by state law.



ARTICLE II: MEMBERSHIP

A. Composition and Election of Members

The SSC shall be composed of _____¹² **members** elected by their peers as follows:

One Half (school site staff)

_____ ⁴ Classroom teachers (must be the majority of this half)

_____ ¹ Other school personnel (non-teaching staff)

_____ ¹ The principal or his/her administrative designee is an automatic member

Other Half

_____ ³ Parents/legal guardians or other members of the school community, who must be elected by parents/legal guardians after parents/legal guardians vote to give a number of their **seats** to community members. Parents/legal guardians voted to give () seats to community members.

_____ ³ Students (**required** for all schools with high school students).

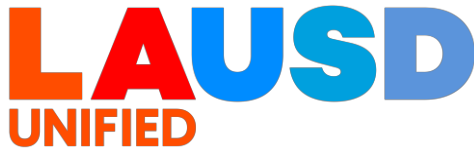
Elections

The elections for members must take place in alignment with the current Reference guide on the *Guidelines for the Required School Site Council and English Learner Advisory Committee*. All members must be elected by vote within their respective peer category.

Alternates

The election of alternates for council seats is optional. **If alternates are elected for one representative group, then they should be elected for all representative groups.** Alternates cannot be seated if a member is absent. Alternates can serve as members only when a member's seat is vacated. Alternates are encouraged to attend meetings on a regular basis to be informed about council business so that when the need for them to replace members occurs, the alternates will be prepared to assume their seats as members. They do not have voting privileges and are not counted for the establishment of a quorum until they are seated as permanent members, replacing members who have terminated their membership or vacated their seats. At the first regular meeting succeeding current member resignations, the agenda must reflect the seating of the alternate member. The alternate receiving the most votes during the initial election meeting is to be seated first. Once seated, alternates will complete the terms of the vacant seats they are replacing.

B. Terms of Membership



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SSC members shall be elected for a **1-year term**, with members of the SSC elected during one school year continuing to serve as members until new members are elected in the fall of the subsequent year.

Seats cannot be reserved for any members of the school community. At the beginning of each school year, parents must first vote to determine whether to offer their seats and how many of their seats to members of the school community. Subsequently, parents may elect which members of the school community can serve in their seats for one school year.

C. Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the SSC. Absentee ballots are not permitted.

D. Termination of Membership/Officers

1. Members/officers may resign their position at any time, but they must do so in writing and submit the signed letter of resignation to the principal or designee.
2. Members/officers will be automatically terminated from the SSC when their affiliation with the school or position for which they are representing ends.
3. Members/officers may also be terminated from the SSC by the school principal, Region Administrative Coordinator of Family and Community Engagement and/or the Administrator of the Office of Student, Family and Community Engagement when they do not adhere to any one of the following:
 - a. The LAUSD Operating Norms and Code of Conduct for council members
 - b. District policies regarding the purpose and operation of councils and committees
 - c. Bylaws regarding absences at meetings
 - d. Membership eligibility guidelines and requirements
4. Upon termination for reasons listed under item 3 above, the member is not eligible for re-election to the SSC for a period of one school year, not including the year of termination.
5. Members/officers will be automatically terminated from the SSC when they are absent from (**three or four**) meetings in one school year.

FOUR



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6. The SSC may remove an officer from their duties by an affirmative vote of two-thirds.

E. Transfer of Membership

Membership on the SSC may not be assigned or transferred.

F. Vacancy

1. If a member vacancy occurring during the year results in the membership constituting less than the required number of members, the SSC must conduct an election before the next regular meeting unless the vacancy can be filled by an alternate. Public notification must be provided, and each election must be listed on the posted agenda as an action item. Once elected, the new member's name will be added to the Principal Portal SSC Verification page.
2. An officer vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting. Only qualifying SSC members are eligible to fill the vacancy. If an officer wants to run for a different, vacant officer position, the officer must submit a written letter or email communication resigning for the position held prior to being eligible to run for a different officer position.
MAY
3. For a vacancy in the Chairperson position, the Vice-Chairperson **(may or may not)** automatically assume the seat of Chairperson.
4. When an election for officers will be held, public notice must be provided and the item listed on the agenda as an action item.

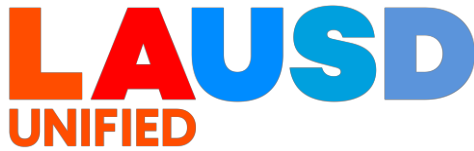
G. Support for the School Site Council

District personnel are assigned to support the successful formation and operation of the SSC. In addition to the school principal and Title I Coordinator, Region Directors, Region Family and Community Engagement Administrative Coordinators and the Office of Student, Family and Community Engagement have distinct responsibilities to provide assistance and guidance described in the current version of the Reference guide, *Guidelines for the Required School Site Council and English Learner Advisory Committee*.

ARTICLE III: OFFICERS AND DUTIES

Officers and Terms of Office

Officers elected in the fall will remain in office for one year until new officers are elected in the fall of the subsequent year. A member can hold only one officer position at a time. The officers of the SSC shall be the following:



- Chairperson
- Vice-Chairperson
- Secretary
- Parliamentarian

A. Officer Duties

1. The Chairperson shall:

- Preside at all meetings of the SSC, ensuring all rules and bylaws are followed.
- Sign all letters, reports, and other communications of the SSC.
- Perform all duties relevant to the office of the Chairperson.
- Participate in the planning of meeting agendas.
- Have other such duties as prescribed by the SSC.

2. The Vice-Chairperson shall:

- Represent the Chairperson in assigned duties.
- Serve as the Chairperson in his or her absence from a meeting.
- Participate in the planning of meeting agendas.

3. The Secretary shall:

- Keep minutes of all meetings of the SSC.
- Transmit true and correct copies of the minutes of such meetings to members of the SSC.
- Assist in keeping the records of the SSC.
- Maintain a current roster of SSC members.
- Perform other such duties as are assigned by the Chairperson of the SSC.
- Participate in the planning of the agenda.



4. The Parliamentarian shall:

- Assist the Chairperson in ensuring all rules and bylaws are followed.
- Vote on any matter submitted for a vote.
- Be knowledgeable about the bylaws of the Council, the parliamentary procedure prescribed by Robert's Rules of Order, and the California Open Meeting Law (Greene Act).
- Participate in the planning of the agenda.

ARTICLE IV: COMMITTEES

A. Standing and Special Committees

The SSC may establish and abolish standing or special committees, such as ad hoc committees, with such composition to perform such duties as shall be prescribed by the SSC. A beginning and end date must be determined by the SSC through a motion and documented in the meeting minutes. No such committee may exercise the authority of the SSC.

B. Membership

Unless otherwise determined by the SSC, the SSC shall determine the members of the aforementioned committees by vote.

C. Terms of Membership

The members of the SSC shall be elected for a 1-year term, with members of the SSC elected during one school year continuing to serve as members until new members are elected in the fall of the subsequent year.

D. Rules

Each committee may adopt rules for its own governance, not inconsistent with these bylaws or rules adopted by the SSC or policies of the LAUSD Board of Education.

ARTICLE V: MEETINGS OF THE SSC

A. Schedule

The SSC shall meet on the following days: _____ and times: _____.

Additional meetings of the SSC may be called by the principal in consultation with the officers.



B. Quorum

The act of a majority of the members present in a meeting shall be the act of the SSC, provided a quorum is in attendance; and no decision may otherwise be attributed to the SSC. A majority of the members of the SSC, based on its formation total, shall constitute a quorum (Attachment Handbook: Attachment A). Any meeting may continue without a quorum for the purposes of presentations or discussions; however, action or voting may not take place without a quorum.

C. Location of Meetings HYBRID Meetings

The SSC shall hold its regular meetings at a facility provided by the school unless such a facility is not accessible to the public or handicapped persons. Alternative locations may be recommended by a majority of the council but must be approved by the school administrator.

D. Notice of Meetings

Written agendas shall be posted for all meetings at least 72 hours in advance of the meeting. The meeting shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon (California Education Code, Section 35147[c][1]). All meetings must be publicized in the following venues: posted outside the school building and at the meeting location. When feasible, it is advised that notice of meetings be posted online on the school's website. All agendas must include a section for the provision of public comment prior to the first item of business.

E. Conduct of Meetings

SSC meetings shall be conducted in accordance with the rules of order established by California Education Code, Section 35147[c][1] and prescribed by Robert's Rules of Order or an adaptation thereof.

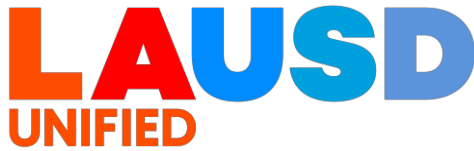
F. Meetings Open to the Public

All SSC meetings shall be open to the public and conducted in accordance with the California Open Meeting Law (Greene Act). Notice of such meetings shall be provided in accordance with Section D of this article.

G. Public Comment

2 minutes

Public speakers may be limited to speaking for **(select 1, 2, or 3 minutes)**, as identified on the agenda. The number of public speakers must be listed on the agenda. Additional speakers may not be added to the number of speakers identified on the agenda, nor can the length of speaking be extended to exceed what is listed on the agenda for a particular speaker.



ARTICLE VI: BYLAWS OF THE SSC

A. Standard Bylaws by SFACE

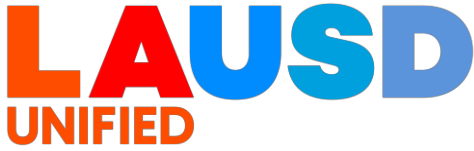
These bylaws must be used by the SSC, except when modified bylaws have been approved by the Region Administrative of the Family and Community Engagement. Bylaws do not need to be changed annually, but they should be reviewed with new members each year.

B. Modifying Bylaws

Sections of these bylaws **in bold text** indicate where members may modify the item by informing members at least three (3) days prior to the meeting of the intent to modify the item(s).

C. Amending Bylaws

If a school desires to operate under amended bylaws, the principal must inform the Region Administrative Coordinator of Family and Community Engagement. The amended bylaws must be presented to the entire SSC membership for approval by vote. These actions must be recorded in the minutes of the meetings. The proposed amended bylaws, agenda, minutes, and attendance roster should then be submitted to the Region Administrative Coordinator of Family and Community Engagement for final approval. Bylaws may never conflict with federal, state, or District policies, rules, and regulations.



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

(School Name)
School Site Council (SSC)

☐ We, the members, intend to amend District bylaws pursuant to the procedures outlined herein. Once the amended bylaws are approved by the SSC and principal, the bylaws will be submitted to the Region Administrative Coordinator for Family and Community Engagement for final approval. In the interim, we will continue to use the District bylaws.

SSC members' signatures indicate an intention to amend the provided bylaws.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____	_____	_____
SSC Chairperson's Signature	School Principal's Signature	Date

For use by Region Family and Community Engagement (FACE) Administrative Coordinator

_____	_____	_____
Approved by the FACE Administrative Coordinator	Signature	Date

A copy of this approval form will be returned to the school principal within two weeks of receipt.