



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment C1

San Fernando Middle School

SSC BYLAWS

These bylaws are provided by the Office of Parent and Community Services (PCS) 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 Local District Administrator of Parent 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 stakeholders. Bylaws may never conflict with federal, state, or District rules and regulations.

ARTICLE I: DUTIES AND FUNCTIONS

The SSC of San Fernando Middle School, hereinafter referred to as the SSC, shall carry out the following duties:

- Review ELAC’s recommendations 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, school staff members and other stakeholders.
- Make modifications to the plan whenever the need arises.
- Submit the modified plan to the Local District for review and approval whenever a material change is made in planned activities or related expenditures.
- Annually, and at each semester or trimester, by assessing data, evaluate the progress made toward school goals to raise the academic achievement of all students.
- Develop the Integrated Safe School Plan.
- 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

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 Non-teaching staff

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



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment C1

Other Half

 3 Parents or community members, who must be elected by parents after parents vote to give a number of their seats to community members. Parents voted to give **seats** to community members.

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

The election of alternates for the council seats is optional. If alternates are elected for one stakeholder group, then they should be elected for all stakeholder groups. 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. Alternates will replace members when there are position vacancies or termination of members. They do not have voting privileges and are not counted for the establishment of 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. Term of Membership

SSC members shall be elected for a **(number of years; maximum 2)**-year term(s). If established on two-year terms, half, or the nearest approximation thereof, of each representative group shall be elected during odd years; and the remaining number shall be elected during even years. At the SSC's first meeting of each new school year, each member's current term of membership shall be recorded in the meeting minutes. An alternate taking the place of a member due to resignation or termination will complete the term for which the member was elected.

The election of community members in the place of parent seats must take place annually. Seats cannot be reserved for any community members. 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 community members. Subsequently, parents may elect which community members 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.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment C1

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 Local District Administrator of Parent and Community Engagement and/or the Administrator of the Office of Parent and Community Services 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.
6. The SSC may remove an officer from his/her duties by an affirmative vote of two-thirds of all its members.

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 an election must be listed on the posted agenda as an action item.
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. For a vacancy in the Chairperson position, the Vice Chairperson **(may or may not)** automatically assume the seat of Chairperson. When an election for officers will be held, public notice must be provided and the item listed on the agenda as an action item.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment C1

ARTICLE III: OFFICERS AND DUTIES

A. Officers and Terms of Office

1. SSC officers elected in the fall of one year will remain in office for one year until new officers are elected in the fall of the subsequent year.
2. The officers of the SSC shall be the following:
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Parliamentarian

B. 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 planning of the agenda.
 - Have other such duties as are 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 SSC meeting.
 - Participate in planning of the agenda.
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 and **to the following other persons:** _____
 - 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 planning of the agenda.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment C1

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 bylaws of the Council, parliamentary procedure, prescribed Robert's Rules of Order and the California Open Meeting Law (Greene Act).
 - Participate in 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 SSC shall determine the terms of membership for members of the committees.

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

2nd Tuesday of the

The SSC shall meet on the following days: Month and times: after school. A minimum of six (6) meetings must be held each school year. Additional meetings of the SSC may be called by the principal in consultation with the officers or by a majority vote of the SSC.

B. Quorum

The act of a majority of the members present 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



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment C1

members of the SSC, based on its formation total, shall constitute a quorum (see Attachment A of Bulletin 6745.3). Any meeting may continue without a quorum for purposes of presentations or discussions; however, action or voting may not take place without a quorum.

C. Location of 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 meeting 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. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: posted outside of the school building and at the meeting location. It is also advised that notice of meetings be posted online on the school's website, when feasible.

E. Conduct of Meetings

Meetings of the SSC shall be conducted in accordance with the rules of order established by California Education Code, section 35147(c), and with prescribed Robert's Rules of Order or an adaptation thereof approved by the SSC.

F. Meetings Open to the Public

All meetings of the SSC 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.

ARTICLE VI: BYLAWS OF THE SSC

A. Standard Bylaws by PCS

These bylaws must be used by the SSC, except when modified bylaws have been approved by the Local District Administrator of Parent and Community Engagement.

B. Modifying Bylaws

Sections of these bylaws **in bolded 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).



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment C1

C. Amending Bylaws

If a school desires to operate under amended bylaws, the principal must inform the Local District Administrator of Parent 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 Local District Administrator of Parent and Community Engagement for final approval (Section IV). Bylaws may never conflict with federal, state, or District policies, rules and regulations.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

Attachment C1

(School Name)
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 Local District Administrator for Parent and Community Engagement for final approval. In the interim, we will continue to use the District bylaws.

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

_____	_____
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SSC Chairperson's Signature

School Principal's Signature

Date

For use by Local District Parent and Community Engagement (PACE) Administrator

Approved by the PACE Administrator: _____
Print Name Signature Date

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