



# San Diego Unified School District

Office of the Deputy Superintendent  
Federal and Special Programs  
Program Monitoring Department

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## UNIVERSITY CITY HIGH SCHOOL SITE COUNCIL BYLAWS 2018-2019

### ARTICLE I

#### Duties of the School Site Council

The School Site Council of University City High School, hereinafter referred to as the council, shall carry out the following duties:

- Obtain recommendations for, and review of, the proposed Single Plan for Student Achievement (SPSA) from all school advisory committees.
- Develop and approve the SPSA and related categorical expenditures in accordance with all state and federal law and district regulations.
- Recommend the SPSA and categorical expenditures to the SDUSD Board of Education for approval.
- Provide ongoing review of the implementation of the SPSA with the principal, teachers, and other school staff members.
- Make modifications to the SPSA whenever the need arises.
- Submit the modified SPSA for district approval whenever a material change (as defined in district governing board policy) is made in planned activities or related categorical expenditures.
- Regularly evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the council by the SDUSD Board of Education and by state law.

### ARTICLE II

#### Members

##### Section A: Composition\*

The council shall be composed of 12 members, selected by their peers, as follows:

- 4 Classroom teachers
- 1 Other school staff members
- 3 Parents or community members
- 3 Students
- 1 Principal

The school principal shall be an ex officio member of the council. The principal or his/her designee shall attend all SSC meetings; however, only the principal may vote on actions. Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school.

Section B: Term of Office

Council members shall be elected for 2 year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number of elected members during even years. At the first regular meeting of the council, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights

Each member of the council is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. Absentee ballots shall not be permitted. Members may vote by e-mail using the procedure for voting by mail as described in *Robert's Rules of Order*

Section D: Termination of Membership

The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson.

Section E: Transfer of Membership

Membership on the council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the council occurring during the term of a duly elected member shall be filled by appointment by the chair from a like constituent group from those who were not elected during the last conducted SSC election. The appointment shall last through the end of the current SSC term at which time the seat becomes vacant for a general election. The appointed person may enter his/her name for nomination for the seat.

### **ARTICLE III**

#### **Elections**

Section A: Nominating Committee

During the fifth meeting of the Council, the Council members will select three of the Council members to serve as an ad hoc Nominating Committee for the annual election. The members of the Nominating Committee will bring to the sixth Council meeting a slate of proposed council members with at least two persons per vacant seat. Candidates for the Council must have been contacted and given their approval prior to their name being entered on the annual ballot.

Section B: Election Process

The Council will approve the proposed slate of candidates and authorize a secret ballot during the sixth Council meeting of the year. Balloting may be electronic and/or pen and paper and must be available to the general constituency groups for a period of not less than 10 working days. Constituent groups vote only on the candidates from their constituency.

Section C: Vote Counting and Certification

The Nominating Committee shall be responsible for the counting of the ballots and the posting of the results to the Council at the seventh meeting of the year. The Council must certify the members agree with the report of the Nominating Committee and enter their certification into the minutes of the meeting. After the results have been certified the Chairman of the Council will notify the candidates of the result and invite the successful candidates to attend the final meeting of the Council.

## **ARTICLE IV**

### **Officers**

#### Section A: Officers

The officers of the council shall be a chairperson, vice-chairperson, secretary, and other officers the council may deem desirable.

The chairperson shall:

- Collaborate with the principal in developing agendas and reviewing minutes prior to posting.
- Preside at all meetings of the council.
- Sign all letters, reports, and other communications of the council.
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the council.

The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his/her absence.

The secretary shall:

- Keep minutes of all regular and special meetings of the council.
- Transmit true and correct copies of the minutes of such meetings to members of the council.
- Provide all notices in accordance with these bylaws.
- Keep a register of the names, addresses, and telephone numbers of each member of the council, the chairpersons of school advisory committees, and others with whom the council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the council.

#### Section B: Election and Terms of Office

The officers shall be elected annually, at the final meeting of the council, and shall serve for one year, or until each successor has been elected.

#### Section C: Removal of Officers

Any officer may be removed from office by a two-thirds vote of all the members.

#### Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the council, for the remaining portion of the term of office.

## **ARTICLE V**

### **Committees**

#### Section A: Sub-committees

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. At least one member representing teachers and one member representing parents shall make up the sub-committee. No sub-committee may exercise the authority of the council.

#### Section B: Other Standing and Special Committees

The council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the council. No such committee may exercise the authority of the council.

#### Section C: Terms of Office

The council shall determine the terms of office for members of a committee.

Section D: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the council, or policies of the district governing board.

Section E: Quorum

A majority (51% or greater) of the members of the committee shall constitute a quorum, unless otherwise determined by the council. The act of a majority of the members present shall be the act of the committee, provided a quorum is present

**ARTICLE VI**

**Meetings of the Council**

Section A: Meetings

The council shall meet regularly on the set date. Special meetings of the council may be called by the chairperson or by a majority vote of the council.

Section B: Place of Meetings

The council shall hold its regular meetings at University City High School Principal's Conference Room. Alternate meeting places may be determined by the chairperson or by majority vote of the council.

Section C: Notice of Meetings

Written public notice of all meetings shall be given 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: PTSA Newsletter, UCHS Website, and posted on the front door to the office.

All required notices shall be delivered to council and committee members no less than 72 hours, and no more than 5 days in advance of the meeting, personally, or by mail (or e-mail).

Section D: Quorum

The act of the majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. A majority of the members of the council (51% or greater) shall constitute a quorum. No actions may be taken unless a quorum has been established.

Section E: Conduct of Meetings

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

Section F: Meetings Open to the Public

All meetings of the council, and of committees established by the council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

**ARTICLE VII**

**Amendments**

An amendment of these bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to council members at least 3 days prior to the meeting at which the amendment is to be considered for adoption.