

**Cobalt Institute of Math and Science (CIMS)
Home of the Cougars**

**School Site Council
BYLAWS
Adopted on December 9, 2010.**

**Article I
Duties of the School Site Council**

The school site council of Cobalt Institute of Math and Science (CIMS), hereinafter referred to as the school site council, shall carry out the following duties:

- Obtain recommendations for, and review of 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 for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- Annually, (and at each semester, trimester, etc.), evaluate the progress made toward school goals to raise the academic achievement of all students.
- Carry out all other duties assigned to the school site council by the district governing board and by state law.

**Article II
Members**

Section A: Composition

The school site council shall be composed of 14 members, elected by their peers, as follows:

4	Classroom Teachers - must be the majority of school members	4	Parents and/or community members
2	Other s school staff	3	Students
1	Principal		
7	total	7	Total

Elected parent representatives may be employees of the school district as long as they are not employed at this school.

Section B: Term of Office

School site 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 elected during even years. At the first regular meeting of the school site council, each member's current term of office shall be recorded in the minutes of the meeting.

Section C: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the school site council. Absentee ballots shall not be permitted.

Section D: Termination of Membership

The school site council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member for the following reasons:

- The member can no longer uphold the duties for which they were elected.
- The (parent) member no longer has a student attending Cobalt Middle school attendance boundaries.
- Automatic termination for unexcused absence from 3 consecutive meetings, (written warning given after 2nd missed meeting)

Any elected member may terminate his or her membership by submitting a written letter of resignation to the school site council chairperson.

Section E: Transfer of Membership

Membership on the school site council may not be assigned or transferred.

Section F: Vacancy

Any vacancy on the school site council occurring during the term of a duly elected member shall be filled by first: chairperson appointing the candidate from original election who obtained the next highest number of votes; second: new school-wide election whereby top vote getter will complete the term of the vacancy; or third: new school-wide election whereby the top vote getter will fulfill a complete term as identified in Article II, Section B. Term of Office.

Article III Officers

Section A: Officers

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

The chairperson shall:

- Preside at all meetings of the school site council.
- Sign all letters, reports and other communications of the school site council.

- Perform all duties incidental to the office of the chairperson.
- Have other such duties as are prescribed by the school site council.
- Prepare agenda in conjunction with the SSC committee members.

The vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his or her absence.
- May be appointed to preside over special committees.
 - Submit monthly updates on the special committees.
- Perform other duties as assigned by chairperson.

The secretary shall:

- Keep and take minutes of all regular and special meetings of the school site council.
- Transmit true and correct copies of the minutes of such meetings to members of the school site council.

- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the school site council.
- Keep a register of the names, addresses, e-mail and telephone numbers of each member of the school site council, the chairpersons of school advisory committees, and others with whom the school site council has regular dealings, as furnished by those persons.
- Perform other such duties as are assigned by the chairperson or the school site council.
- Keep accurate and updated copies of the school site council bylaws.

The District Parent Advisory Committee representative shall:

- Attend all monthly meetings held by the District Parent Advisory Committee.
- Report to the School Site Council the news from the meetings.
- Perform other duties as assigned by the Chairperson.

Section B: Election and Terms of Office

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

Section C: Removal of Officers

Offices may be removed from office by 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 school site council, for the remaining portion of the term of office.

Article IV

Meetings of the School Site Council

Section A: Meetings

The school site council shall meet regularly as determined by the committee on the first meeting. Special meetings of the school site council may be called by the chairperson or by a majority vote of the school site council.

Section B: Place of Meetings

The school site council shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternative meeting places may be determined by the chairperson or by majority vote of the school site council.

Section C: Notice of Meetings

Written public notice shall be given of 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 places: CIMS web site, CIMS marquee, and on the A-1 marquee.

All required notices shall be delivered to school site council and committee members no less than 72 hours personally, by mail, or by e-mail.

Section D: Quorum

The act of a majority of the members present shall be the act of the school site council, provided a quorum is in attendance, and no decision may otherwise be attributed to the school site council. A majority of the members of the school site council (eight members) shall constitute a quorum.

Section E: Conduct of Meetings

Meetings of the school site council shall be conducted in accordance with the rules of order established by *Education Code* Section 3147c, and *with Robert's Rules of Order* or an adaption thereof approved the school site council. The SSC will adhere to the district-wide agenda template to conduct efficient and organized meetings.

Section F: Meetings Open to the Public

All meetings of the school site council and of committees established by the school site council shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article. Public input may occur on any item on the current agenda, with prior notification to the chair, not to exceed three (3) minutes per speaker.

Article V

Amendments

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