

Francisco Middle School School Site Council

Summary of Bylaws



FranciscoSF.org

Objectives (Article II)

1. **Advise the school:** planning, budgeting, implementation, evaluation of School Site Plan
2. **Study and refine the School Site Plan** (Balanced Scorecard)
3. **Support the Goals of the District:** access, equity, achievement, accountability
4. **Emphasize the role of the parent as the first teacher of the child**
5. **Take other actions as required by the California Education Code**



Membership and Election (Article III)

- The SSC will consist of **12 members** and include **6 parents/ community members**, and **6 staff members**. Adult terms are for 2 school years. Student terms are for 1 school year.
 - **The Principal**
 - **4 Teachers** (elected by peers) + 2 alternates
 - **1 Other School Staff** (elected by peers) + 1 alternate
 - **3 Parents or Community Members** (elected by parents) + 2 alternates
 - **3 Students** + 2 alternates

Officers (Article IV)

The officers of the SSC shall be elected **bi-annually** by majority vote of the SSC members:

1. Chairperson

- Presides at all meetings
- Signs documents
- Prepares and posts agenda

2. Vice-Chairperson

- Alternate for Chairperson
- Other duties assigned by Chairperson or SSC

3. Secretary

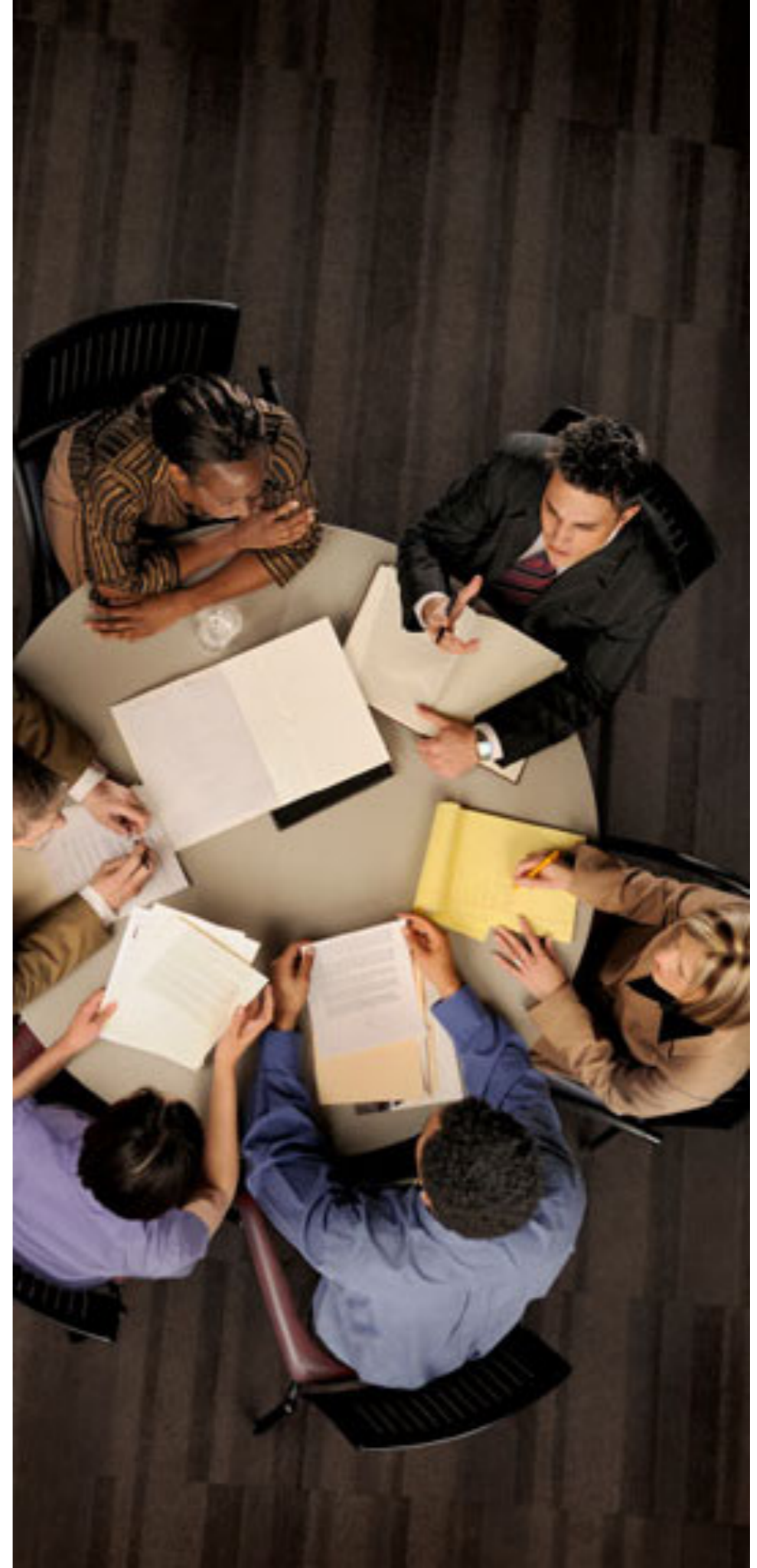
- Handle mail
- Manage SSC roster
- Keep minutes

4. Other Officers as the SSC deems desirable

Committees (Article V)

The SSC will form any committees required to carry on the work of the Council.

1. Members are appointed by the Chairperson, and ratified by the Council.
2. Committee work plans and recommendations are presented to the SSC for approval.



Duties of SSC Members (Article VI)

1. Attend all meetings, or inform secretary of expected absence
2. Accept a position as a committee officer or member when appointed or elected
3. Actively participate
4. Report to peer groups and bring back their recommendations
5. Review and approve budgets and school plans



Meetings (Article VII)

1. **Regular Meetings:** 2nd Thursday of each month at 4:30pm
2. **Notice of Meetings and Agenda:** 72 hours in advance
3. **Emergency Meetings:** 24 hours in advance
4. **Meetings Open to School Community** (including non-members):
 - Regular
 - Emergency
 - Special Committees
5. **Order of Meetings:** Robert's Rules of Order, consensus is the goal but majority vote during impasse
6. **Comments:** 2 minutes for non-members
7. **Quorum:** Majority of SSC membership.

Amendments (Article VIII)

These bylaws may be amended by majority vote of the SSC.

