

Fern Bacon Middle School  
School Site Council / English Learner Advisory Committee  
By-Laws

**ARTICLE I – NAME**

The name of the committee shall be the Fern Bacon Middle School / English Learner Advisory Committee. Hereinafter referred to as the SSC / ELAC.

**ARTICLE II – PURPOSE**

The purpose of the SSC / ELAC shall carry out the following duties:

1. Make recommendations for all school-wide programs in our School Plan for Student Achievement (SPSA).
2. Have ongoing responsibility to review with the principal, teachers, other school personnel, and pupils, the implementation of school-wide programs and to assess, periodically, the effectiveness of these programs(s).
3. Annually review the school plan, categorical funds, and any special projects and one-time grants consistent with the Education Code and, if necessary, make modifications in the plan, to reflect changing improvement needs and priorities.
4. Recommend the SPSA and expenditures to the governing board for approval.
5. Take other sections as required by the Education Code.

**ARTICLE III – MEMBERSHIP**

Section 1. The SSC / ELAC shall be composed of the principal and representative of: teachers elected by other teachers at the school and parents of pupils attending the school elected by such parents.

- SSC / ELAC shall be constituted to ensure parity between (a) the principal, four classroom teachers, one other school personnel, and (b) three parents and / or other community members elected.

Section 2. The minimum membership of this committee shall be nine (9) at the middle school level, but decided at election time with proposed slated and prevailing individual(s).

Section 3. Resignation of any SSC / ELAC member will be documented in the minutes.

Section 4. Members shall serve for two years. Members may serve for more than one term if re-elected by the community they represent.

#### **ARTICLE IV – OFFICERS**

The officers of this council shall be Chairperson and recording Secretary and elected as a member of the SSC / ELAC, the group internally elects officers.

#### **ARTICLE V – MEETING AND QUORUM**

Section 1. Meetings shall begin in October with a minimum of two (2) meetings per school year. In September, the nomination / election process will be held.

Section 2. A simple majority of the membership shall constitute a quorum. (6 of 10, or 51%, regardless of role with exception of the principal).

Section 3. Emergency meetings, when school is not in session, may be called and any attending members have voting rights with no quorum necessary.

#### **ARTICLE VI – AMENDMENT**

These bylaws may be amended at any regular meeting by a two-thirds (simple majority) of the membership.

#### **ARTICLE VII – DUTIES OF OFFICERS**

Section 1. It shall be the duty of the Chairperson to preside at all meetings.

Section 2. In the absence or disability of the Chairperson, the principal shall assume the duties of the chairperson.

Section 3. Should both senior officers be unavailable, the recording secretary shall preside.

Section 4. A staff member shall keep the minutes of all meetings.

Section 5. A staff member shall send notices of meetings and / or agenda, attend to correspondence, and send out publicity as directed. A staff member will facilitate the exchange of meeting minutes between the school and parents / community members.

Section 6. Agenda items will be solicited by the Chairperson from our site representative groups at Fern Bacon Middle School.

Section 7. Any member can place an item on the agenda.

#### **ARTICLE VIII – DUTIES OF SSC / ELAC MEMBERS**

1. Attend all meetings or provide an alternate when it is impossible to attend in person. Such alternates shall have full voting privileges.
2. Accept positions as officers of subcommittee members when so appointed or elected, unless unable to carry out the duties entailed.

#### **ARTICLE IX – ELECTION OF OFFICERS**

Section 1. All members shall be nominated and elected by ballot at the first meeting, written notices of the election having been given.

Section 2. The elected members shall take volunteers of fellow members for officer positions. New officers shall assume their duties at the close of the second meeting.

Section 3. Members may hold the same office more than two years in succession with a simple majority vote.

Section 4. Should an officer resign before new elections are held, the Chairperson shall appoint a member in good standing to assume the office until the next regular meeting when the vacancy could be filled.

#### **ARTICLE X – COMMITTEES**

Section 1. The Chairperson shall call for or appoint subcommittees as they consider necessary at any time, or as directed by a majority of the members present. Committee(s) will meet, plan, make recommendations and report finding in the minutes of the SSC / ELAC.

Section 2. There will be regular communication with District English Learner Advisory Committee (DELAC) and participation at DELAC meetings by SSC / ELAC members.

Section 3. List any standing committees, if appropriate here in this section, and their functions.