

Tamalpais High School Site Council
BYLAWS

Adopted: 11.18.2020

ARTICLE 1
Purpose

Purpose of the Tamalpais High School Site Council (TSC):

- To help create, approve, and provide general oversight of the school's three-year school plan. · To develop and provide general oversight of the school Safety Plan.
- To approve and monitor categorical program budgets in accordance with board policy and Education Code.
- To serve as a forum to discuss school or district issues.

Section I: Mission

- 1.1.1 The Mission of the TSC is to work with all representative school groups to initiate, maintain, and revise programs and policies which will increase the academic and personal success of all students.

Section II: Duties

- 1.2.1 Review and adopt bylaws each year by a 2/3 vote of the membership.
- 1.2.2 Increase communication, cooperation and participation among the staff, students, parents/caregivers, district office, and the community.
- 1.2.3 Provide a forum to explore and to share educational ideas.
- 1.2.4 Develop, and annually revise, a three-year Site Plan, and initiate and establish policies and procedures to support the plan.
- 1.2.5 Oversee use of categorical funds to achieve school and program goals.
- 1.2.6. Develop and annually revise a school Safety Plan. Initiate and establish policies and procedures to support the implementation of the Safety Plan.
- 1.2.7. Assist with the preparation of WASC (Western Association of Schools and Colleges) reports and site visits, as needed.

ARTICLE II
Membership

Section I: Membership

- 2.1.1 The TSC is composed of 12 members consisting of the following representatives:

- 1 Administrator - Principal or designee;
- 4 Certificated - Elected by certificated employees;
- 2 Classified - Elected by classified employees;
- 3 Parents/Caregivers - Elected from the entire school parent community;
- 3 Students - Sometimes elected through student general election.

Section II: Role and Responsibility

2.2.1 Attend all meetings; communicate to TSC Co-Chairpersons when member cannot attend.

2.2.2 Support the school and TSC mission.

2.2.3 Contribute ideas, resources, time and effort to support the work of the TSC.

2.2.4 Communicate back to representative groups.

Section III: Term of Office

2.3.1 Staff and parent/caregiver members serve two-year terms. No staff member or parent shall serve more than two consecutive terms. Classified member serves one-year term according to the terms of the CSEA contract.

2.3.2 Students will serve one year terms and may be re-elected. Parent/caregiver and teacher terms will be staggered to create an overlap of terms. At the first meeting of the year, each member's current term of office shall be recorded in the minutes of the meeting.

Section IV: Voting Rights

2.4.1 Decisions shall be made by way of debate and consensus whenever possible. Should a vote be taken, all members present at the time of the vote will be entitled to one vote.

Section V: Termination of Membership

2.5.1 A member shall no longer hold membership should that member no longer meet the membership requirement under which that member was selected. The TSC, by affirmative vote of 2/3 of all the members, can suspend or expel a member. Notification shall be given by the Site Council Secretary.

Section VI: Transfer of Membership

2.6.1 Membership in the TSC is not transferable or assignable.

Section VII: Resignation

2.7.1 Any member may resign by filing a written resignation with the chairperson of the TSC.

ARTICLE III Meetings

Section I: General Meetings

3.1.1 The TSC will meet once a month at a consistent, agreed-upon day and time.

3.1.2 Robert's Rules shall be the governance model, except as amended by 2/3 vote of the membership.

3.1.3 Seven members constitute a quorum. No action may be taken without a quorum present.

3.1.4 A Chairperson and Co-Chairperson will be elected annually by the TSC to help facilitate the meetings. Co-chairs will collaborate with the principal with respect to content and agenda prior to each meeting. Agendas will be distributed to members and posted in a public place at school at least 24 hours before each meeting.

3.1.5 Minutes will be recorded and shall be distributed to all staff and TSC members, Tam News, and other

governing bodies in a timely manner.

3.1.6 A specific motion is necessary before discussion or action on an action item.

3.1.7 A 2/3 majority will be required to pass any motion. There will be no proxy voting.

3.1.8 At the beginning of each meeting, the TSC will approve as accurate the minutes of its previous meeting.

3.1.9 All funding proposals must be submitted in writing in order to be considered by the site council according to the adopted proposal process.

3.1.10 Members, parents/caregivers, teachers, staff and the public may request that an item be placed on a meeting agenda by presenting the item, and any accompanying documents, to the Chairperson at least 72 hours prior to that meeting. The Chairperson shall place the item on the agenda if the chairperson determines that the item falls within the jurisdiction of the site council and will not unduly extend the number of items to be addressed on the agenda. In the event that the item unduly extends the agenda, the item automatically shall be placed on the next month's agenda, unless withdrawn.

Section II: Guests and Visitors

3.2.1 The first five minutes of the TSC meeting will be available to persons wishing to address the TSC concerning items not on the agenda. The TSC Chairperson may extend this time if warranted.

3.2.2 The chair will recognize all guests, introducing them and inviting them to make a presentation of up to two minutes if they so desire.

3.2.3 Any group desiring to address the TSC must appoint a spokesperson.

3.2.4 Presentations will be recorded in the minutes.

3.2.5 If appropriate, the presented item will be submitted to the co-chairs for consideration as a future agenda item.

ARTICLE IV Officers

Section I: Officers

The officers of the TSC shall be one (1) chairperson, and one (1) co-chairperson, a recording secretary and such other officers as the team may deem desirable.

Chairpersons shall be parent/caregivers representatives. All other officers, if any, will be made up from the general membership.

Section 2: Election and Term of Office

4.2.1 The co-chairperson of the TSC shall be elected annually at the beginning of each school year by the members. They shall serve for one school year as co-chairperson and serve the following school year as chairperson.

Section 3: Removal

4.3.1 Any officer may be removed by a 2/3 vote of all members sitting on the TSC (excluding the member who is the subject of the vote) whenever, in the judgment of the group, the best interest of the council would be served thereby.

Section 4: Vacancy

4.4.1 A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, shall be filled by the appointment of a new member, voted upon by the Site Council membership, for the unexpired portion of the term.

Section 5: Chairperson Duties

4.5.1 The co-chairs shall preside at all TSC meetings, set up the agenda for each meeting through a close working relationship with standing committee chairs and the school principal, call special sessions, sign all letters, reports, and other communications of the TSC as appropriate and may appoint standing committee chairs if necessary. In addition, the chairs shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the TSC from time to time.

ARTICLE V
Amendments

Section 1: Amendments

5.1.1 The bylaws may be amended or changed by a 2/3 vote of the membership, provided notice of the proposed change or amendment has been announced at the previous meeting.

Revisions:
5/11/2016
11/18/2020