

# *Sir Francis Drake High School*

## By-laws of the Drake Leadership Council (DLC)

### 1. PURPOSE

1.1 *The Drake Leadership Council (DLC) is one of Drake High School's leadership bodies whose main purpose is to advise and inform on issues facing the school community. The DLC is comprised of members from all stakeholder groups and thus serves as Drake High School's Site Council. As the Site Council, the DLC must adhere to California education code and any TUHSD board policies and contractual agreements. Areas of decision making for the DLC shall pertain to the following areas of the school community:*

- *Student Health and Welfare*
- *School climate issues*
- *State categorical budgets*
- *School calendar and special schedules (adjusting bell schedule)*
- *Community issues that need all stakeholder's' input*

1.2 The scope of responsibilities of the DLC is limited only by contractual agreement, board policy and Education Code. The DLC shall meet on at least one Wednesday of each month or at other times deemed necessary by the membership. Meetings will begin at 4:15 p.m. In order for the meeting to extend beyond 5:45 p.m., a majority vote is required. A quorum of the DLC shall be comprised of a simple majority of members (9).

### 2. MEMBERSHIP

2.1 The DLC shall consist of the following representatives:

Principal or Designee (1) Teacher at Large (6) Classified Member (1) Students (4) Community/Parents (4)

2.2 Any DLC Representative who is unable to attend a meeting may select an alternate of the same constituency to represent and vote for them.

### 3. ELECTION PROCEDURE FOR TEACHERS AT LARGE

3.1 Election of Teachers At Large will be held during May each year by ballot. Credentialed teachers and counselors are eligible for teacher-at-large positions. All credentialed teachers and counselors may vote. An election will be held only if more than six staff members submit their names. Vote tally will be verified by Administration and TFT Building Rep.

- Teachers At Large terms will be for one year.
- If a teacher at large vacates the position within a term, a special election will be held within two weeks and the new teacher leader shall complete the term of the former teacher leader.

### 4. ELECTION PROCEDURE FOR PARENTS/COMMUNITY MEMBERS

4.1 **Four** parent representatives will be elected in the fall for a two-year term. **Terms will expire in alternating years** so that not all parent members are new. An election will be held only if more than parents/community members submit their names than open positions.

- Parent/Community Members shall be elected at the beginning of the school year. The election shall be held at Back To School Night or another scheduled fall parent school-wide meeting.
- Parent terms shall be two years.
- Parent/Community Members who are unable to attend a DLC meeting may select an alternate to represent them.

## 5. ELECTION PROCEDURE FOR STUDENTS

### 5.1 Student-at-Large Members

- **Four** Student-at-Large members shall be elected in September each year.
- An election will be held only if more than four students submit their names.

### ~~5.2 ASB/Class Officer Members~~

- ~~• **Five** student members shall be chosen as per the Associated Student Body Constitution.~~
- ~~• An election will be held only if there are more nominees than positions. (Amended 4-30-14)~~

### 5.3 Student Terms

- Student terms shall run from August to June.

## 6. ELECTION PROCEDURE FOR CLASSIFIED REPRESENTATIVES

- 6.1 The classified representative shall be elected according to Article X, Section H of the agreement between the classified bargaining unit and the District.

## 7. PROCEDURE FOR MAKING DECISIONS

8.1 By consensus.

8.2 By vote of DLC representatives *or* weighted vote.

8.3 All members of the DLC will have one vote each.

8.4 **The DLC shall use Robert's Rules of Order**, with the exception that the DLC does not permit executive session.

8.5 Any voting member may move for a weighted vote on any issue. If a majority of the members of the DLC concur or twenty-five percent of the combined total of weighted votes as indicated in 8.7, signs a petition for a weighted vote, then a weighted vote will be held.

8.6 The minutes of meetings shall show the names of the persons making and seconding the motion and the result of the vote.

8.7 **Weighted vote:** Voting members for a weighted vote shall be determined each semester and will include all certificated and classified members, student DLC representatives and community DLC representatives as indicated below.

Each member will receive one vote.

Student and community representatives should solicit feedback from their constituencies, as feasible.

Each voting member shall place their confidential vote in a ballot box in the Principal's Office. The Principal's Assistant or designee will verify voter eligibility. A minimum of two days will be given for ballots to be returned. The ballots will be tallied by the Principal, their assistant and a representative of Teachers and Classified unions, student body and parent/community.

## 8. VETO PROCEDURE

8.1 As the person directly responsible to the superintendent and to the Board of Trustees, the principal has *de jure* veto power. It is recommended that if the principal feels that it is necessary to veto a decision made by the DLC, s/he follow this procedure:

- Submit in writing the reasons for the veto at the DLC meeting subsequent to the veto.
- Allow reasons for the veto to be discussed and a re-vote taken on the issue by the DLC.

8.2 If two-thirds or more of the weighted vote of the DLC members override the veto, the principal shall consider this the strongest possible recommendation to rescind the veto.

## 9. AGENDA

- Agenda items should be submitted in writing to the Principal's office by 11:00 a.m. on the Wednesday preceding a scheduled meeting. Any member of the Drake community may submit agenda items. It is recommended that items be submitted through a DLC representative on the appropriate form. The Agenda Committee will categorize and order the agenda, assigning time limits to each agenda item, by the Friday prior to the Wednesday meeting.
- Any time-sensitive item not agendized by the Agenda Committee will be brought to the attention of the Principal. The facilitator and Principal will determine if the agenda item needs to be on the current agenda. If so, the item will be placed at the end of the current agenda. If not, the item will be placed on the agenda for the next DLC meeting.
- An "Open Session" shall be offered for 10 minutes towards the beginning of the agenda for public comment.

## 10. COMMITTEES

- Committees will be appointed ad hoc as needed.

## 11. MINUTES

- Minutes shall be kept of each meeting of the DLC and shall be distributed with the agenda packet for the next meeting. Agendas and minutes will be posted on the website.

## 12. BY-LAWS

- By-laws can only be amended by a two-thirds vote of the DLC.

## 13. MEETING FACILITATION

- Meetings will be chaired by a facilitator and a co-facilitator. The co-facilitator will relieve the facilitator when the facilitator is responsible for an agenda item. Any DLC members interested in facilitating shall self-nominate and the Agenda Committee shall assign the facilitation schedule. If the number of DLC members interested in facilitation is insufficient, the role of facilitator shall be rotated, alphabetically by last name, among staff DLC members, for a period of four meetings. Administrators will facilitate in the event of an absence. Facilitators must participate in Agenda Committee meetings.

By/laws adopted 11/24/92 and revised 9/14/93, 12/14/94, 11/29/95, 10/28/98, 10/25/00, 11/29/00, 11/12/03, 1/14/04, 4/28/04, 1/12/05, 5/10/06, 5/9/07, 9/12/07, 9/10/08, 9/29/10, 10/16/13, **4/30/14**