

BY LAWS
GUNN SENIOR HIGH SCHOOL SITE COUNCIL
Revised: October 10, 2016

Article I: NAME

The name of this Council shall be the Henry M. Gunn Senior High School Site Council. It is also known as the Gunn Site Council, and will be referred to in these bylaws as "the Council".

Article II: PURPOSE

The role and purpose of the Site Council shall be to develop a school improvement process for Henry M. Gunn and to conduct activities in conformance with the provisions of Chapter 6 of Assembly Bill 65, 1977, California Education Code Section 52000 - 52179. The process developed by the Council shall be a thorough and on-going analysis of the entire school program - all curricular and related parts of the school program - for every student.

Article III: COMPOSITION OF THE COUNCIL

Section 1: Membership

The Council shall be constituted to ensure parity between:

- a. the principal and other school personnel with a majority of this group being classroom teachers, and 2 support staff members for a total of 8;
- b. equal numbers of parents and students for a total of 8.

Other than the principal, all members of Site Council shall be elected by their peers in accordance with AB 65. Each representative interest group (e.g. faculty, staff, parents and students) may designate the first runner-up in its most recent election as an alternate. The alternate shall be encouraged to attend all Site Council meetings, but shall be entitled to vote only when an elected member of his/her interest group is absent. In the case of multiple absences within an interest group, only one vote by an alternate is permitted. Because of the importance of regular attendance to the conduct of business, members of interest groups shall not be permitted to share a seat on the Council.

Section 2: Terms of Office

All members of the Council shall serve a two-year term except the principal, who is a permanent member. Members may seek re-election to a second term, limited to 2 consecutive terms. All new members shall begin their terms with the first Site Council meeting in the fall.

Section 3: Elections

the co-chairs representing a different interest group (i.e. faculty or staff, parents and students.)
The Council may elect a Recording Secretary.

Section 2: Duties of the Chairperson

If a Chairperson(s) has been elected, the Chairperson shall preside at all meetings, serve on the Agenda Setting Committee, recommend to the Council the priority of agenda items, establish the approximate time limit for each agenda item, decide on questions of order, appoint all committees unless otherwise designated, and enjoy the same rights as other members, such as voting, introducing motions and resolutions, and discussing questions that come before the Council. If there is more than one chair, the signatures of at least two co-chairs shall be required on official documents.

Section 3: Duties of Vice-Chairperson

If a Vice Chairperson has been elected, the Vice Chairperson shall perform the duties of the Chair in the case of his/her absence, serve on the Agenda Setting Committee, and shall perform other functions as designated by the Chairperson or the Council.

Section 4: Duties of the Recording Secretary

If a Recording Secretary has been elected, the Recording Secretary shall review and edit the transcript of the minutes and serve on the Agenda Setting Committee.

Section 5: Removal

Any officer may be removed by a majority vote of the full membership of the Council whenever, in the judgment of the Council, the best interests of the Council would be served.

Article V: COMMITTEES

Section 1: Standing Committees

The Council may from time to time establish and abolish such standing committees, as it may desire. No standing committee shall exercise the authority of the Council.

a. Agenda Setting Committee

1. Members, Elected officers, Principal
2. Duties:
 - i) Setting agendas
 - ii) Reviewing new proposals and making further recommendations

Section 2: Special Committees

The Council may establish and abolish special committees, as it may desire. No special committee shall exercise the authority of the Council.

Section 2: Conducting Business

The presiding chair shall run each meeting in an efficient, cordial, businesslike manner, assuring that each member has an opportunity to speak on all agenda items, but limiting discussion when necessary to ensure that all business can be accomplished in the time allowed. In general, the group shall make decisions by consensus. However, when a consensus cannot be reached, the majority will rule.

Section 3: Agenda

Agenda items may be submitted to the Principal or an Elected Officer by any Council member prior to the regularly scheduled Agenda Setting Committee meeting. The final agenda will then be prepared by the Committee. The Agenda shall be posted in the designated areas no later than 72 hours prior to meetings.

Section 4: Information and Action Items

To provide opportunity for reaction by the public and study by the Council, proposals being presented for the first time shall be considered "information items". At this time, arguments for or against each proposal may be presented by interested groups. The proposals will be treated as "action items" at a subsequent meeting, at which time discussion will be limited to Site Council members or others by invitation. In case of urgent items, a majority of the entire Council may vote to consider action as well as information at the first presentation. Absentee ballots are not allowed.

Section 5: Communication from the Public

In the establishment, implementation and modification of its policies and procedures, the Council shall encourage members of the staff and community to contribute their ideas.

- a. Provision shall be made at each meeting for receiving oral communication from the school community, and for recognizing signed, written communications addressed to the Council. In some instances, the Council may direct that the matter be included on the agenda of a later meeting, if it is of significance or community concern.
- b. Members of the public wishing to address the Council should indicate their desire to the Chairperson. Each member of the public addressing the Council is requested to limit his/her remarks to 5 minutes.

Section 6: Order of Business

In general, the order of business for regular meetings shall be as follows:

- a. Call to order
- b. Minutes
- c. Open forum for the public to address the Council on non-agenda items

APPROVED, November 7, 2016 by:

Principal: Denise Herrmann Denise Herrmann

Faculty: Adriana Aro Adriana Aro
Yukie Hikida Yukie Hikida
Deanna Messinger Deanna Messinger
Jackie Selfridge Jackie Selfridge
Toni Smith Toni Marie Smith

Staff: Myesha Dickson Myesha Dickson
Darlene Feldstein Darlene Feldstein

Parents: Ani Gnanalingam Ani Gnanalingam
Jane Dick Jane Dick
Liz Milner Liz Milner
Jen Schultz Jen Schultz

Students: Catherine Wang Catherine Wang
~~Andrew Dong or Alvin Hom~~ Andrew Dong or Alvin Hom
Kathy Liu Kathy Liu
Hanna Suh Hanna Suh