

# **BRITTAN SCHOOL ADVISORY COMMITTEE BY-LAWS**

## **ARTICLE I**

### **Duties of the Committee**

The school advisory committee of Brittan School, hereinafter referred to as the committee, shall carry out the following duties:

- ◆ Obtain recommendations for, and review of, the proposed *Single Plan for Student Achievement* from all school advisory committees, including but not limited to:
  - (a) Curricula, instructional strategies and materials responsive to the individual needs and learning styles of each pupil.
  - (b) Instructional and auxiliary services to meet the special needs of non-English-speaking or limited-English-speaking pupils, including instruction in a language these pupils understand; educationally disadvantaged pupils; gifted and talented pupils; and pupils with exceptional needs.
  - (c) A staff development program for teachers, other school personnel, para-professionals, and volunteers, including those participating in special programs.
- ◆ Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations
- ◆ Recommend the plan and expenditures to the governing board for approval
- ◆ Provide ongoing review of the implementation of the plan with the principal, teachers and other school staff members
- ◆ Make modifications to the plan whenever the need arises
- ◆ Submit the modified plan for governing board approval whenever a material change (as defined in district governing board policy) is made in planned activities, or related expenditures
- ◆ Annually evaluate the progress made toward school goals to raise the academic achievement of all students
- ◆ Carry out all other duties assigned to the committee by the district governing board and by state law.

## **ARTICLE II**

### **Members**

#### Section A: Composition

The committee shall be constituted to ensure parity between (a) the principal, classroom teachers and other school personnel; and (b) equal numbers of parents or other community members. Teachers shall comprise the majority of those persons representing school staff.

The committee shall be composed of 9-13 members, selected by their peers, as follows:

- ◆ 3-5 classroom teachers
- ◆ 1 other school staff member
- ◆ 5-7 parents or community members
- ◆ Student representatives
- ◆ The school principal shall be an ex-officio member of the committee

Members chosen to represent parents may not be employed at this school . If parents or community members are unable to represent the committee, a parent/school employee may fill the position.

### Section B: Election of Members

#### PARENT/COMMUNITY MEMBERS:

Elections for parent representatives will be held in **September** of each year.

Nomination forms for parent representatives will be sent home two weeks before the election. Nominations will close the Friday before the election.

Names of the nominees will be published in the newsletter prior to election. Anyone wishing to decline their nomination or add their name to the list may do so by contacting the principal by Friday before the election.

Each parent/guardian has one vote.

In case of a tie, run-offs will be held as an open election at the first regularly scheduled Committee meeting.

#### TEACHER MEMBERS:

Teachers who provide direct services to the students who participate in the SBCP shall nominate and elect their representatives at a pre-service meeting. Only teachers present at the meeting may vote in the election.

#### OTHER SCHOOL PERSONNEL MEMBERS:

Other school personnel (certificated support staff and classified employees of the school) shall nominate and elect their representatives at a pre-service meeting. Only those "other school personnel" present may vote in the election.

### Section C: Term of Office

Committee members shall be elected for two-year terms. Half, or the nearest approximation thereof, of each representative group shall be elected during odd years, and the remaining number elected during even years. At the first regular meeting of the committee, each member's current term of office shall be recorded in the minutes of the meeting.

### Section D: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the committee. Absentee ballots shall not be permitted.

### Section E: Duties of Committee Members

It shall be the duty of all committee members to:

- ♦ Attend all meetings, if possible.
- ♦ Accept positions as officers or subcommittee members when so appointed or elected, unless unable to carry out the duties entailed.

#### Section F: Termination of Membership

The committee may, by an affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the committee chairperson.

#### Section G: Transfer of Membership

Membership on the committee may not be assigned or transferred.

#### Section H: Vacancy

Any vacancy on the committee occurring during the term of a duly elected member shall be filled by appointment of the committee until the next election.

### **ARTICLE III Officers**

#### Section A: Officers

The officers of the committee shall be a chairperson, vice-chairperson, secretary and other officers the committee may deem desirable.

The chairperson shall

- ◆ Preside at all meetings of the committee
- ◆ Sign all letters, reports and other communications of the committee
- ◆ Perform all duties incident to the office of the chairperson
- ◆ Be responsible for the development of each meeting's agenda
- ◆ Have other such duties as are prescribed by the committee

The vice-chairperson shall:

- ◆ Represent the chairperson in assigned duties
- ◆ Substitute for the chairperson in his or her absence

The secretary shall:

- ◆ Keep minutes of all regular and special meetings of the committee
- ◆ Transmit true and correct copies of the minutes of such meetings to members of the committee and to other persons as prescribed by the committee
- ◆ Provide all notices in accordance with these by-laws
- ◆ Be custodian of the records of the committee
- ◆ Keep a register of the names, addresses and telephone numbers of each member of the committee, the chairpersons of school advisory committees, and others with whom the committee has regular dealings, as furnished by those persons
- ◆ Perform other such duties as are assigned by the chairperson or the committee

### Section B: Election and Terms of Office

The officers shall be elected annually, at the last meeting of the committee, and shall serve for one year, or until each successor has been elected.

### Section C: Removal of Officers

Any officer may be removed from their office by a two-thirds vote of all the members.

### Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the committee, for the remaining portion of the term of office.

## **ARTICLE IV Committees**

### Section A: Sub-committees

The committee may establish and abolish subcommittees of their own membership to perform duties as shall be prescribed by the committee. At least one member representing teachers and one member representing parents shall make up the subcommittee. No subcommittee may exercise the authority of the committee.

### Section B: Other Standing and Special Committees

The committee may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the committee. No such committee may exercise the authority of the committee.

### Section C: Membership

Unless otherwise determined by the committee, the committee chairperson shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the chairperson.

### Section D: Terms of Office

The committee shall determine the terms of office for members of a committee.

### Section E: Rules

Each committee may adopt rules for its own government not inconsistent with these by-laws or rules adopted by the committee, or policies of the district governing board.

### Section F: Quorum

A majority of the members of the committee shall constitute a quorum, unless otherwise determined by the committee. The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance.

## **ARTICLE V**

### **Meetings of the Committee**

#### Section A: Meetings

The committee shall meet regularly throughout the school year, at least once per quarter. Special meetings of the committee may be called by the chairperson or by a majority vote of the committee.

#### Section B: Place of Meetings:

The committee shall hold its regular meetings at a facility provided by the school, unless such a facility accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the committee.

#### Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: school office window, school newsletter and school marquee.

All required notices shall be delivered to committee and committee members no less than 72 hours, and no more than two weeks in advance of the meeting, personally or by mail (or by e-mail).

Any member of the public may request a topic be placed on the agenda by contacting any member of the Committee, either verbally or by writing.

#### Section D: Quorum

The act of a majority of the members present shall be the act of the committee, provided a quorum is in attendance, and no decision may otherwise be attributed to the committee. A majority of the members of the committee shall constitute a quorum.

#### Section E: Conduct of Meetings

Meetings of the committee shall be conducted in accordance with the rules of order established by Education Code Section 3147(c), The Greene Act and with *Robert's Rules of Order* or an adaptation thereof approved by the committee.

#### Section F: Meetings Open to the Public

All meetings of the committee, and of committees established by the committee, shall be open to the public.

## **ARTICLE VI**

### **Amendments**

These by-laws may be amended at any time, a quorum being present. The meetings will be governed by these by-laws, and any dispute will be settled by *Robert's Rules of Order*.

## **ARTICLE VII**

### **Agenda**

#### Section 1: Development of Agenda

The chairperson is responsible for the development of each meeting's agenda.

#### Section 2: Public Requests on Agenda

Any member of the public may request a topic be placed on the agenda by contacting any member of the committee either verbally or in writing.

Revised: September 16, 2025