

# **Bylaws for the Community Schools Committee (CSC)**

## **Article I: Name of Committee**

The name of the committee shall be the School's Community Schools Committee (CSC) of the Jurupa Unified School District.

## **Article II: Purpose**

The purpose of the CSC is to advise the principal and school staff of programs and services for Community Schools and the SSC on the development of the Single School Plan for Student Achievement. The CSC acts in an *advisory* capacity. It is not a *decision-making* body, but it is the voice of Community Schools.

## **Article III: Responsibilities**

The Community Schools Committee shall participate in developing and recommending the Community School Action Plan. The Committee will have an ongoing responsibility in reviewing the implementation of the school's Community School Action Plan and to periodically assist in assessing the effectiveness of the plan.

## **Article IV: Members**

### **Section 1: Composition**

The needs and resources of the Community Schools Action Plan require that committee membership include broad representation of parents, students, and staff, including socioeconomic and ethnic groups represented in the school attendance area. The minimum standards for membership on the committee shall be the principal and representatives of two teachers. It shall include staff, parents, and students (*if applicable*).

### **Section 2: Term of Office**

All members of the CSC shall serve a maximum of two years.

### **Section 3: Voting Rights**

Each member may cast one vote and may cast their vote on each matter submitted to a vote of the committee. Absentee ballots shall not be permitted.

### **Section 4: Termination of Membership**

A member shall no longer hold membership should s/he cease to be a resident of the area or no longer meet the membership requirements under which s/he was selected, e.g., a parent becomes an employee of the school. Membership shall automatically terminate for any member who is absent from regular meetings for a period of three consecutive months. The committee, by affirmative vote of two-thirds of members present at a scheduled meeting, can suspend, or expel a member.

### **Section 5: Vacancy**

Any vacancy on the committee shall be filled for the remainder of the school year from the list of alternates selected by peers. If the unexpired term is for another full year thereafter, the term for that year shall be filled by the regular selection process.

## **Article V: Officers and Duties**

The officers of the school site committee shall be a chairperson, vice-chairperson, secretary, and such

other officers as the committee may deem desirable. Officers shall plan the agenda for every session with the assistance of school staff at least one week prior to the session. The duties of the vice chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his or her absence.

**Section 1: Representative to the District Community Schools Committee (DCSC)** The DCSC representative shall attend all DCSC meetings representing the CSC and promptly transmit to the site CSC information provided at the DCSC. The representatives shall perform other duties as assigned by the chairperson or by the CSC.

## **Article VI: Meetings**

### **Section 1: Regular Meetings**

CSC shall be scheduled to meet at least four times during the academic school year with no more than one scheduled meeting per month.

### **Section 2: Special Meetings**

Special meetings may be called by the chairperson or by majority vote of the Community Schools Committee.

### **Section 3: Place of Meetings**

The Community Schools Committee shall hold its regular meetings, and its special meetings in a facility provided by the school and readily accessible to all members of the public, including handicapped persons.

### **Section 4: Notice of Meetings**

Public notice shall be given of regular meetings at least 72 hours in advance of the meetings; the notice must specify the date, time, and location of the meeting; the notice must be posted at the school site or other appropriate place accessible to the public. Along with the 72-hour notice, an agenda must be posted and contain a description of each item of business to be discussed or acted upon.

### **Section 5: Recommendations of the Community Schools Committee**

All recommendations of the Community Schools Committee shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance. Recommendations can only be taken on items appearing in the posted agenda, unless committee members present determine by a unanimous vote that there is a need to take immediate action on items that arose after the posting of the agenda. If a violation of procedural meeting requirements occurs, the item must be reconsidered at the next meeting after a public input session has been allowed.

### **Section 6: Quorum**

The presence of 51% of the CSC membership in attendance at the meeting will constitute a quorum. No decisions of the CSC shall be valid unless a quorum of the membership is present.

### **Section 7: Conduct of Meetings**

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

### **Section 8: Meetings Open to the Public**

All regular and special meetings of the Community Schools Committee and of its standing or special committees shall always be open to the public. A public session must be available so that members of

the public may address the committee during the meeting on any item within the subject matter jurisdiction of the committee.

**Article VII - Amendments**

An amendment of these bylaws may be made by the second meeting of the CSC each year by a vote of two thirds of the members in attendance provided a quorum is present. Written notice of the proposed amendment must be posted as a part of the agenda.

**Article VIII – Ratification**

Bylaws will be valid when adopted by a vote of two-thirds of the entire committee's membership.