



VIBRANT MINDS CHARTER SCHOOL

TK-6 Grade, Free, Public Education

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VIBRANT MINDS CHARTER SCHOOL School Site Council (SSC)/English Learner Advisory Committee (ELAC) BYLAWS

Revised: May 1, 2020

ARTICLE I

Role of the Council

The School Site Council and English Learner Advisory Committee (SSC/ELAC) shall carry out all duties and responsibilities assigned to it by the policies and guidelines of Vibrant Minds Charter School.

ARTICLE II

Members

Section 1 – Method of Selection

Elections for membership on the School Site Council and English Learner Advisory Committee will be held during the month of August. There will be an equivalent number of parent and staff members, with four parents, one classified staff member, two certificated staff members, and one administrator. This is equivalent to eight members.

Parent members will be selected as follows:

1. Parents are selected through a nomination process to serve as parent representatives on the SSC/ELAC.
2. A parent who is a member of the school staff may not serve as a parent representative, However, s/he can serve as a staff representative for either certificated or classified staff. Any SSC members who are currently parents and staff members are able to complete their terms.

3. The director notifies the parents of a general meeting (typically, Back-to-School Night) to nominate parent members for the SSC/ELAC by a posted written notice in the form of an agenda, at least 72 hours in advance.
4. Nominations will be taken from the parent community. There will be an opportunity for nominees from the floor.
5. All nominees must be contacted prior to nomination to ensure that they understand the duties and responsibilities for membership and are willing to serve the term of office if elected.
6. Voting will be by ballots distributed one per family with opportunity for write-in candidates.
7. Selection will be by greater plurality vote of all ballots returned.

Certificated members will be selected as follows:

1. The director will establish a meeting for the election of teacher representatives.
2. Teachers will be advised in advance through the regular communication channels of the meeting to elect members.
3. Duties, responsibilities, and term of office shall be explained to the candidates prior to election.
4. Teacher members of the SSC/ELAC will be elected by greater plurality vote at the meeting set for this purpose.

Classified staff members will be elected as follows:

1. The director will establish a meeting for the election of classified staff members.
2. All classified staff members will be advised in advance through regular communication channels of the meeting to elect members.
3. Duties, responsibilities, and term of office shall be explained to the candidates prior to the election.
4. Classified staff members of the SSC/ELAC will be elected by a greater plurality vote at the meeting for this purpose.

Section 2 – Term of Office

All members of the council shall serve a two-year term. However, if there are multiple openings within the same term resulting in a lack of continuity, terms may be extended for an additional year. Ideally each year, 50% of the members will be serving their second term, with 50% of the members

serving their first term. Members may run for re-election following the completion of their two-year term.

Section 3 – Voting Rights

Each member shall be entitled to one vote and may cast his/her vote on each matter submitted to a vote of the council. Proxy or absentee ballots shall not be permitted.

Section 4 – Termination of Membership

A member shall no longer hold membership for his/her specified role should s/he cease to have children in the school, stops working at the school, or no longer meet the membership requirements under which s/he was selected. Also, if a parent SSC member is elected and then approved to be on the VMCS Board, s/he will need to cease being a parent representative on the SSC. Membership shall automatically terminate for any member who is absent from three consecutive regular meetings. The council by affirmative vote of two-thirds of all the members, can suspend or expel a member for actions that go beyond those responsibilities set in policy by the Vibrant Minds Charter School Board.

Section 5 – Vacancy

Vacancies on the SSC/ELAC will be filled by the council itself. A vacancy in either of the two subdivisions: parent or school personnel, will be filled by a majority vote of that subdivision in which the vacancy occurs.

Section 6 – Alternates

A parent alternate is selected by parents to a two-year term. The alternate member will be elected by number of votes, once open positions are elected by the greatest number of votes. The alternate needs to have the next highest number of votes. A parent alternate will be able to participate in the meetings and will have voting rights when a voting parent council member is absent. An alternate will replace any parent council member that resigns or is absent three times in a row to complete the vacated term. An alternate will be held to the same participation standards as all council members. If absent three times in a row, the alternate will then be replaced at the discretion of the SSC. If an alternate decides to run for a vacant position before his/her term is completed as an alternate, s/he can retain the alternate position if s/he does not get selected as a regular member.

ARTICLE III

Officers

Section 1 – Officers

The officers of the SSC/ELAC shall be a chairperson, vice-chairperson, secretary, and such other officers, as the SSC/ELAC may deem desirable.

Section 2 – Election and Term of Office

The officers of the SSC/ELAC shall be elected annually by the members of the council at the first SSC/ELAC Meeting for the school year, and the officers shall serve for two years. Elections for officers shall occur after the general election for all SSC/ELAC members, which will typically take place at the Back-to-School Night. Although an officer's term ends after two years, an officer may get re-elected to the same or different position.

Section 3 – Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall be filled by a special election during a general meeting of the SSC/ELAC for the unexpired portion of the term.

Section 4 – Chairperson

The chairperson shall preside at all meetings of the SSC/ELAC and may sign all letters, reports, and other communications of the School Site Council. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be given by the SSC/ELAC from time to time.

Section 5 – Vice-Chairperson

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, and the vice-chairperson shall perform such other duties as from time to time may be assigned by the chairperson or by the SSC/ELAC.

Section 6 – Secretary

The secretary shall keep the minutes of the meetings, both regular and special, of the SSC/ELAC and shall promptly transmit to each of the members, to the Vibrant Minds Charter School Board President or designee, and to such other persons as the SSC/ELAC may deem appropriate; keep copies of the minutes of such meetings; maintain council records at the school site; keep a register of the address and telephone number of each member of the SSC/ELAC which shall be furnished to the secretary by such member; and in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the office by the chairperson or by the SSC/ELAC.

ARTICLE IV

Meetings of the SSC/ELAC

Section 1 – Regular Meetings

The SSC/ELAC shall meet regularly at least nine times during the school year. All meetings will be open sessions with opportunity to address the council.

Section 2 – Adjourned Meetings

An adjourned meeting can be called at the end of the regular meeting to complete agenda items on a newly established meeting date. All adjourned meetings will be open sessions with opportunity to address the council.

Section 3 – Special Meetings

Special meetings may be called by the chairperson or by a majority vote of the SSC/ELAC, with notice sent to the parents 72 hours in advance of the meeting. All special meetings will be open sessions with opportunity to address the council.

Section 4 – Place of Meetings

The SSC/ELAC shall hold its regular meetings and its special meetings in a facility provided by the school and readily accessible by all members of the public, including handicapped persons.

Section 5 – Decisions of the SSC/ELAC

All decisions of the SSC/ ELAC shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is present.

Section 6 – Quorum

A majority of voting members constitutes a quorum for the transaction of business.

Section 7 – Standing or Special Committees

The SSC/ELAC may from time to time establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise the authority of the SSC/ELAC.

Section 8 – Mutual Respect

Within the context of open dialogues in the SSC/ELAC Meetings and other informal and formal parent gatherings at Vibrant Minds Charter School, respect among parents and staff is the expectation. If there is a lack of respect demonstrated by an adult, there will be a request for the disrespectful person to remove him/herself from the meeting or event. Respectfully voiced dissension is considered to be part of the improvement and growth process and shall not be misconstrued as being disrespectful. All respectfully stated viewpoints and opinions are welcomed.