**Hamilton High School – Campus Council Bylaws**

ARTICLE I: DUTIES AND FUNCTIONS

The Hamilton High Campus Council, which is the name we have assigned to the “Local School Leadership Council” identified in Article XXVII of the LAUSD-UTLA collective bargaining agreement, shall carry out the following duties:

* Review/revise Hamilton’s ESBMM plan (Expanded School Based Management Model)
* Review/revise Hamilton’s Campus Council Bylaws
* Determine Staff Development Program (e.g., We have designated a committee [Instructional Cabinet] to design a professional development plan in alignment to LAUSD goals and students’ needs.
* Develop and approve of student discipline guidelines and code of student conduct
* Schedule of school activities and events, and special schedules (e.g., approving a calendar of events that includes final bell schedules and “Year at a Glance”)
* Guidelines for use of school equipment, including copy machine
* Determine selection method of principal
* Determine the following local budgetary matters:
  1. Instructional Material Account (IMA), Object code 4310 of Program Code 3027,
  2. Lottery Funds, account 5381 (If such funds are made available to school sites)
  3. School-Determined Needs, account 3986,
  4. State Textbook and Related Material, accounts 4111, 4152, and 4267 (If the District allows us to access these funding lines)
  5. Student Integration Program Discretionary Funds. (As of October 2017, we are looking into this to see if these funds are made available to us)

ARTICLE II: MEMBERSHIP

1. Composition [9 certificated (faculty), 9 non-certificated]

The Campus Council shall be composed of 18 members, selected by their peers, as follows:

1. Two (2) Classroom “teacher at large” teachers

* 1. Four (4) SLC directors (one from each 8686 SLC)
  2. One (1) AMPA magnet coordinator
  3. One (1) Humanities magnet coordinator
  4. Six (6) Parents (one from each of our magnets/SLCs) who must be elected by parents.
  5. One (1) student body president
  6. One (1) elected classified member
  7. One (1) principal

1. Term of Office

Campus Council members shall be elected annually.

1. Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the Campus Council. Absentee ballots shall not be permitted; however, a proxy may be added in the event of an absence.

Our desire is to achieve consensus on all issues. We will work to resolve all matters that prevent us from achieving consensus, which includes, but is not limited to, making concessions, amending language of motion, and exploring alternatives; however, if we cannot achieve consensus, we will consider a simple majority (51%) to qualify for passage of motions.

1. Termination of Membership/Officers
2. Members/officers may resign their position at any timwe, but they must do so in writing and submit the signed letter of resignation to the principal or designee.
3. Members/officers will be automatically terminated from the Campus Council when their affiliation with the school or position for which they are representing ends.
4. Members/officers may also be terminated from LAUSD councils or committees by the Educational Service Center Administrator of Parent and Community Engagement and/or the Executive Director of the Parent Community Student Services Branch when they do not adhere to any one of the following:
   1. The District’s Operating Norms and Code of Conduct for council members
   2. District policies regarding the purpose and operation of all local or central committees
   3. Bylaws regarding absences at meetings
   4. Statutes and policies regarding the use of public property, funds, and bullying
   5. Reimbursement and membership eligibility guidelines and requirements
5. Upon termination for reasons listed under item 3 above, the member is not eligible for re- election to the Campus Council for a period of one school year, not including the year in which the membership was terminated.
6. The Campus Council may, by an affirmative vote of two-thirds of all its members, remove an officer from his/her duties
7. Transfer of Membership

Membership on the Campus Council may not be assigned or transferred; however, SLC Directors may appoint a permanent designee. Additionally, a proxy may be added in the event of an absence (with no more than two absences per year).

1. Vacancy
2. If a member vacancy occurring during the year results in the membership constituting less than the required number of members, the Campus Council must conduct an election to fill the vacancy at the next regularly scheduled meeting. Public notification must be provided, and this item must be listed on the posted agenda. Elections are conducted in accordance to Section VII, Part B of Bulletin 6332.0.

ARTICLE III: OFFICERS AND DUTIES

1. Officers and Terms of Office
   1. Campus Council officers elected in the fall of one year will remain in office for one year until new officers are elected in the fall of the subsequent year.
   2. The Campus Council is co-chaired by the principal and the UTLA chapter chair.
   3. The elected officers of the Campus Council shall be the following:
      * Secretary
      * Parliamentarian
2. Officer Duties
   1. The Chairpersons shall:
      * Preside at all meetings of the Campus Council.
      * Sign all letters, reports and other communications of the Campus Council.
      * Perform all duties relevant to the office of the Chairperson.
      * Participate in planning of the agenda.
      * Solicit input for agenda items from fellow Campus Council members as well as other stakeholders
      * Have other such duties as are prescribed by the Campus Council.
3. The Secretary shall:
   * + Keep minutes of all regular and special meetings of the School Site Council.
     + Transmit true and correct copies of the minutes of such meetings to members of the Campus Council. Additionally, the minutes for each meeting will be published on Hamilton High School’s website.
     + Provide all notices in accordance with these bylaws.
     + Assist in keeping the records of the Campus Council.
     + Maintain a current roster of Campus Council members.
     + Perform other such duties as are assigned by the Chairperson of the Campus Council.
4. ~~The Parliamentarian shall:~~
   * + ~~Assist the Chairperson in ensuring all rules and bylaws are followed.~~
     + ~~Be knowledgeable about bylaws of the Council, parliamentary procedure, Robert’s Rules of Order and the California Open Meeting Law (Greene Act). [Question: Do we want to use parliamentary procedure? Robert’s rules of order?~~

ARTICLE IV: COMMITTEES

1. Subcommittees

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

1. Other Standing and Special Committees

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

1. Membership

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

1. Terms of Office

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

1. Rules

Each committee may adopt rules for its own governance, not inconsistent with these bylaws or rules adopted by the Campus Council or policies of the LAUSD Board of Education.

ARTICLE V: MEETINGS OF THE SCHOOL SITE COUNCIL

1. Schedule

The School Site Council shall meet approximately once every two months, or as needed. Special meetings of the School Site Council may be called by the Chairperson or by a majority vote of the School Site Council.

1. Quorum

The act of a majority of the members present shall be the act of the Campus Council, provided a quorum is in attendance; and no decision may otherwise be attributed to the Campus Council. A majority of the members of the Campus Council shall constitute a quorum. Any meeting may continue without a quorum for purposes of presentations or discussions; however, action or voting may not take place without a quorum.

1. Location of Meetings

The School Site Council shall hold its regular meetings at a facility provided by the school, unless such a facility is not accessible to the public or handicapped persons. Alternate meeting places may be recommended by a majority of the committee but must be approved by the school administrator.

1. Notice of Meetings

Written public notice and agendas shall be given of all meetings at least seventy-two hours in advance of the meeting, except in the case of an emergency meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: in principal’s weekly message to faculty/parents and on the school website. All required notices shall be provided to Campus Council and committee members no less than seventy- two (72) hours advance of the meeting, personally or by e-mail.

1. Conduct of Meetings

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

1. Special Emergency Meetings

Notices and agendas must be posted twenty-four hours prior to the scheduled start time of the meeting. Notices should be posted in a visible and accessible area outside the meeting location and on the school website.

1. Meetings Open to the Public

All meetings of the School Site Council shall be open to the public and conducted in accordance with the California Open Meeting Law (Greene Act). Notice of such meetings shall be provided in accordance with Section D of this article.

ARTICLE VI: BYLAWS OF THE CAMPUS COUNCIL

1. Standard Bylaws by PCSB

These bylaws must be used by the Campus Council, except when modified bylaws have been approved by the Educational Service Center Administrator of Parent and Community Engagement.

1. Amending Bylaws

These bylaws may be amended by a majority vote of Campus Council members.