

By-Laws Governance Council
Clairemont High School

1.0 Governance Council Definition

The Governance Council (hereafter “the Council”) of Clairemont High School is charged with: establishing and maintaining an effective educational program for the students of Clairemont High School which includes but is not limited to:

- Establishing, monitoring and evaluating site policies and goals;
 - Establishing and maintaining communication with the school community concerning policies and goals;
 - Determining concerns to be referred to the entire school community for disposition;
 - Recognizing the right of the school community to organize and ad hoc committees to address specific needs and bring recommendations to the Council;
- 1.1 School community shall mean students attending Clairemont High School, parents of students attending Clairemont High School, and staff, surrounding neighbors, and business partners of Clairemont High School. In order to execute the above charges to the Council the following by-laws shall be observed.

2.0 Election of Representatives to the Council.

2.1 The Principal, or designee and the site representative of the SDEA are members ex-officio with vote.

2.1.1 The business representative shall be appointed by the council.

2.2 All representatives not appointed to the Council shall be elected by their active constituent groups. (see 2.6)

2.3 Elections of representatives shall be held between September 1 to November 1 of each year for each constituent group according to section 2.7. Voting shall be by secret ballot if requested.

2.4 Recall of any constituent representative shall be conducted in the following manner.

2.4.1 Any constituent member may appeal to his/her constituent group for a recall of their representative

2.4.2 Voting shall be conducted by secret ballot by the constituent group members.

2.4.3 The representative shall be recalled upon the vote of 67% of those voting to recall the representative.

2.4.4 Upon the recall of a representative by the constituent group a new election shall be conducted to elect a new representative.

2.4.5 Upon the election of a new representative, a written notice of such election shall be sent to the Council identifying the new representative by name. This written notice shall be given in a timely manner, but in no case is the time to exceed three (3) school days.

2.5 Vacancies that occur before a representative’s term expires shall be filled by election of a representative by the constituent group so affected.

- 2.6 Constituent Groups: Each constituent group is responsible to elect an alternate. Alternate reps should be known to the Governance Council.
 - 2.6.1 Constituent groups are herein listed with the number of representatives so entitled.
 - Special Ed (1)
 - SDEA (1)
 - English (1)
 - Math (1)
 - Science (1)
 - History (1)
 - Fine Arts/World Language (1)
 - Non-Classroom (Nurse/Counselor/Library Media Teacher) (1)
 - At-Large/P.E. (1)
 - Parents (3)
 - Students (2) ASB/Non-resident (VEEP now VEP)
 - Community member (1)
 - Classified (2)
 - 2.7 Term of Office
 - 2.7.1 Representatives of students, parents, affiliated partners and business constituent groups and the representatives shall serve a minimum of 2 years and not more than 4 consecutive years with annual ratification of constituent groups.
- 3.0 Governance Council (Policies)
- 3.1 The Council shall consist of those members of the staff and community of Clairemont High School who have been duly elected or appointed as representatives as prescribed by paragraph 2 of these by-laws.
 - 3.2 Alternates shall become representatives (voting members) to the Council in the absence of the representative for which they are designated alternate upon written notice of the representative and so identified in the minutes of the Council.
 - 3.3 Meetings
 - 3.3.1 Regular meeting times shall be adopted annually by the Council and notice shall be given to the school/community in an appropriate manner.
 - 3.3.2 The Council shall meet monthly from September through May or each academic year, excluding December.
 - 3.3.3 Special meetings shall be caused to be called upon written request of three (3) representatives to the Council. The written request shall be made to the Clerk of the Council.
 - 3.3.4 Special meetings of the council normally require notice of the representatives two (2) school days prior to the meeting. The notice shall include the reason for the meeting.
 - 3.3.5 The Council shall provide a written report by September.
 - 3.4 A quorum shall be present for the Council to conduct any business.
 - 3.4.1 A quorum shall be 67% or 11 members of the representatives to the council.
 - 3.5 Attendance of Council Representatives: Attendance of representatives to the Council at Council meetings is deemed to be of utmost importance to the success and continuity of the Council.

- 3.5.1 Representatives to the Council who are in non-attendance for three (3) consecutive Council meetings have indicated an unwillingness or inability to serve as a representative to the Council. The Council shall appoint a person to inquire of the representative in absentia as to determine the intention of said representative; the findings shall be reported back to the Council in a timely manner.
 - 3.6 General Attendance
 - 3.6.1 Any member of the staff/community of Clairemont High School may attend any council meeting and express concerns or voice opinions during the discussion time of the specific topic of concern when recognized by the presiding co-chair.
- 4.0 Co-chairs of the Council
 - 4.1 Co-chairs shall be the administrative representative and one representative elected by the Council.
 - 4.2 One co-chair shall be designated to conduct the Council meeting according to the standing rules. Election of the representative shall be done at the first meeting of the school year.
- 5.0 Clerk of the Council
 - 5.1 The council shall designate a person to be the Clerk of the Council at the first meeting of the school year.
 - 5.2 The Clerk of the Council shall cause minutes to be taken at each meeting; shall cause the minutes to be typed, posted on the website, main office and staff lounge; emailed to the school community
 - 5.3 The Clerk of the Council shall at the direction of either co-chair cause notice of a regular meeting of the Council to be distributed to each representative of the Council.
 - 5.4 The clerk of the Council shall maintain the official minutes of the Council to be kept in the office of Clairemont High School.
 - 5.5 The Clerk of the Council shall cause all representatives present at a meeting of the Council to approve the minutes of the previous meeting
- 6.0 Chief Executive Officer
 - 6.1 The Chief Executive Officer of Clairemont High School shall be the Principal or the Principal's designate in the absence of the principal.
 - 6.2 The Chief Executive Officer shall cause the actions of the Council to be executed on a day-to-day basis.
 - 6.3 The Chief Executive Officer shall report to the Council at each regular meeting.
- 7.0 Agenda of the Council
 - 7.1 The Council shall adopt an agenda as the first item of business at any meeting.
 - 7.2 Agenda items shall be submitted to the Clerk of the Council one week in advance of the council meeting.
 - 7.3 Additional agenda items may be submitted for inclusion on the agenda by any representative at the time of adoption of the meeting agenda.
 - 7.4 The agenda shall adhere to the following outline.
 - A. Call to order at the stated time

- B. Establishment of a quorum (The Clerk of the Council causes to be entered into the minutes those representatives present and alternates who are acting representatives, invited guests, and visitors)
- C. Adoption of the agenda
- D. Approval or correction of minutes of the previous meeting
- E. Clerk's report includes status of correspondence.
- F. Principal or Principal designee
- G. Committee reports received with action items.
- H. Old business
- I. New Business
- J. Round table
- K. Adjournment

8.0 Actions of the Council

- 8.1 All business conducted by the Council shall be in the manner prescribed by the by-laws.
- 8.2 All behaviors not covered in the by-laws shall adhere to Robert's Rules of Order (latest edition).
- 8.3 All actions of the council are constrained by the EDUCATION CODE OF THE STATE OF CALIFORNIA, THE ADMINISTRATIVE PROCEDURES OF THE SAN DIEGO UNIFIED DISTRICT, and other statutes, and codes of the State of California, as well as those of the United States of America.
 - 8.3.1 The council shall be diligent in its adherence to the statutes, codes, and procedures constraining its behaviors.
- 8.4 The Council shall seek from the appropriate jurisdictional body, an official waiver of any statute, code, or procedure which the council deems is not in the best interest of Clairemont High School.
 - 8.4.1 The Council shall cause to be entered into the minutes of the Council meeting the receipt of any approved waiver, and the waiver document shall be a permanent part of the council record.
 - 8.4.2 The approved waiver becomes effective when it has been received by the Council at a regular or special meeting of the Council.
- 8.5 All actions of the Council become official upon adoption by a favorable vote of 67% the representatives present at the council meeting.
 - 8.5.1 All actions approved by the Council shall be so noted in the minutes of the Council.
- 8.6. The Council will establish standing committees as follows:
 - Discipline/attendance Technology
 - Budget
 - Race/Human Relations
 - Parent Involvement
 - Data Analysis
 - Student Committee
- 8.7 The Council may appoint an ad hoc committee to charge said committee with a specific task, and designate a date for the findings of the ad hoc committee to be presented to the Council.

- 8.7.1 The Council shall in May of each year, after input and deliberations with the entire community, designate and prioritize key areas of concern to be discussed during the next school year. Concerns may be presented to the Council during the school year by any member of the school community.
- 8.7.2 Each concern presented to the Council shall be addressed in accordance with the priority of concerns identified in 8.6.3. The Council may refer the concern to a standing committee, appoint or an ad hoc committee(8.7.1)

9.0 Modification of By-Laws

- 9.1 The by-laws may be changed by a 67% favorable vote of the members of each constituent group of the school community at any regular or special meeting of the school community.
- 9.2. Written notice of proposed changes in the by-laws shall be distributed to each member of the school community two (2) weeks in advance of the meeting where the changes will be voted upon.

10. Dispute Resolution Procedure

- 10.1 The dispute resolution procedure is constrained to the interpretation of the governance By-Laws.
 - 10.1.1 The process contains three levels:
 - 10.1.1.1 The first level is cooling-off period of one month from date of dispute. If the dispute cannot be resolved at the end of this one month (at a Governance Council Meeting), then level two (10.1.1.2) is invoked.
 - 10.1.1.2 The second level is referring the dispute to the entire staff for a vote by secret ballot with a simple majority (51%) determining the resolution of the dispute.
 - 10.1.1.3 The third and last step is referring the dispute to the SHARED DECISION DISPUTE RESOLUTION COMMITTEE of the SDUSD. The decision of the SHARED DECISION DISPUTE RESOLUTION COMMITTEE of the SDUSD is final.