

# Topanga Elementary Charter School Bylaws

## ARTICLE I. NAME

The name of this organization shall be the “Topanga Leadership Council” (“Leadership Council”).

## ARTICLE II. PURPOSE

The purpose of Leadership Council is to govern Topanga Elementary Charter School (the “School”), and its areas of decision making may include, but are not limited to, the following: budget, curriculum/ instruction, personnel selection, scheduling of school events, school safety, student admission and/or enrollment policies, student conduct, community relations, fiscal management and school operations within Federal, State, and LAUSD policies.

## ARTICLE III. LEADERSHIP COUNCIL MEMBERS

**Section 1. Representation.** The Leadership Council shall consist of a total of ten (10) members: the Principal; five (5) teachers, one of whom shall be the teacher union chapter chair; one classified representative; and three parents / guardians of students attending the school or community representatives.

**Section 2. Alternates.** Any teacher member who is unable to attend a Leadership Council meeting shall designate an elected alternate to attend such meeting, which designee shall have all of the rights and duties of a regular Leadership Council member for such meeting, except with regard to a voting issue (see Article V Section 4). The parent candidates receiving the third and fourth highest number of votes shall serve as parent alternates 1 and 2, respectively. During the absence of a parent member from a Leadership Council meeting, parent alternates 1 and 2, in that order, shall have all of the rights and duties of a regular Leadership Council member.

**Section 3. Elections.** All members (except the Principal and the teacher union chapter chair) shall be elected by their constituency through elections held once a year in May or Prior to the start of the following school year Notice of the election and a listing of the various candidates running for office shall be set forth in a bulletin, newsletter or other communication distributed through the school office and distributed by the teachers via the students in a manner to assure that each person entitled to vote will receive a copy, and posted on the bulletin Leadership Council at the entrance to the School, at least seven (7) calendar days prior to the election. Election will be by secret ballot, with ballots distributed, one per family, at the spring ‘Open House’ in a manner to assure that each family is entitled to vote will receive a ballot. Ballots will be counted by two Leadership Council members and the Principal, and will be available for review until the next year’s election.

**Section 4. Term of Office.** Each elected parent / guardian / community representative shall serve for a two-year term, or until their successor has been elected. No elected parent / guardian / community representative may serve for three consecutive terms. All other elected parent / guardian / community alternates shall serve for a one-year term, with no limit on consecutive terms of office.

**Section 5. Termination of Membership.** Any Leadership Council member may resign by filing a written resignation with the Leadership Council. Any member may be removed by a two-thirds (2/3) vote of the total voting membership of the Leadership Council where a Leadership Council member has missed three (3) consecutive regular Leadership Council meetings. Notice of such intended action shall be included in the agenda of the meeting at which such action is to take place. Any member, except the principal or UTLA chair, may be removed from the Leadership Council by a two-thirds (2/3) vote for actions that are deemed disrespectful or demonstrate a lack of decorum during meetings, after two warnings have been recorded in the minutes, by the (majority of the) Leadership Council for such actions.

**Section 6. Vacancy.** Any vacancy of a parent representative position of the Leadership Council shall be filled by parent alternates 1 and 2, in that order. Any vacancy of a teacher representative position of the Leadership Council shall be filled by teacher alternates 1 and 2. Such alternates shall finish the term of the vacancy they are filling. In the event that there are additional vacancies to be filled, a special election shall be scheduled as soon as possible according to the procedures in Section 3 of this Article. The person(s) elected will finish the term of the vacancy they are filling. Alternates serving a term will comply with Section 4 (Term of Office) conditions.

## **ARTICLE IV. OFFICERS**

**Section 1. Facilitator.** The Facilitator shall preside at a Leadership Council meeting in a fair and impartial manner, striving to promote consensus on the Leadership Council. The Facilitator shall follow the agenda for the Leadership Council meeting set forth by the previous months Recorder. The Facilitator shall also ensure that the Leadership Council meeting be conducted in an orderly manner and shall have the power to exclude disruptive individuals from Leadership Council meetings. Each member of the Leadership Council will have a turn as the Facilitator and Recorder.

**Section 2. Recorder.** The Recorder shall be the custodian of the Leadership Council records until they are filed in the Leadership Binder in the office, Principal's office and posted for the public view. The Recorder will prepare the minutes and agenda for the next month's meeting and serve as the Facilitator. The Recorder will post the minutes and agenda 72 hours prior to the next month's meeting.

**Section 3: Time Keeper:** Time Keeper will keep track of the minutes allotted to each item. Time Keeper will ask for the allocation of extra minutes when appropriate and by consensus of the Leadership Council.

## **ARTICLE V. MEETINGS**

**Section 1. Regular Meetings.** The Leadership Council shall meet on a regular basis at least once every month while school is in session. Notice of regular meetings will be set at the beginning of the school year and be a part of the school calendar. Leadership Council members will receive the minutes and agenda 72 hours in advance of the next meeting by email or fax and posted on the Leadership Council bulletin at the entrance to the School.

**Section 2. Special Meetings.** Special meetings may be called by the Principal or by majority vote of the Leadership Council. Notice of a special meeting, including an agenda will be posted on the Leadership Council Bulletin Board at the entrance to the School. Only such business shall be conducted at a special meeting as shall have been noticed in the agenda.

**Section 3. Deliberations.** All Leadership Council meetings shall be open to the public and the public is encouraged to attend. Consensus building is the preferred decision making process since the decision should be supported by all members of the group. Leadership Council members shall make an effort to receive input from their constituents and committees and present the information to be used in deliberations. The ideas and opinions of each Leadership Council member are equally important in arriving at decisions. Leadership Council members shall consider all points of view and shall solicit the advice of all interested parties as needed.

**Section 4. Voting.** Each Leadership Council member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Leadership Council. When consensus cannot be met, decisions will be made by majority vote of the total voting membership. With respect to procedures governing voting matters, Robert's Rules of Order shall be applicable to issues not addressed herein. Alternate members will have to have attended two consecutive meetings to cast a vote.

**Section 5. Quorum.** The presence of a majority of the total voting membership shall be required in order to constitute a quorum necessary for the transaction of the business of the Leadership Council at any regular or special Leadership Council meeting. Each stakeholder group must be represented by a majority of its Leadership Council representatives with membership of 10- 3 teachers, 2 parents, 1 administrator and 1 classified.

**Section 6. Emergency Meetings.** If, during an emergency, a majority of the Leadership Council cannot be found or is unable to act, one-third (1/3) of the total voting membership (including at least one teacher and one parent/guardian) shall constitute a quorum thereof. Notice of an emergency meeting, including an agenda, shall be posted on the Leadership Council Bulletin at the entrance to the School and given by telephone and email to each Leadership Council member that can be reached and the local media as early as possible in advance of the meeting. Only such business shall be conducted at an emergency meeting as shall have been noticed in the agenda. "Emergency" in this

section means disorder, disturbance or damage caused by war, enemy attack, other warlike acts or by catastrophe, disaster, or other similar emergency conditions.

## **ARTICLE VI. COMMITTEES**

**Section 1. Standing and Special Committees.** The Leadership Council may from time to time establish and abolish such standing or special committees as it may desire. All committee meetings shall be open to the public and the public is encouraged to attend. No standing or special committee may exercise the authority of the Leadership Council.

The standing committees of the Leadership Council shall include but not be limited to:

- Personnel Committee- with Administrator and UTLA
- Curriculum Committee
- Budget Committee- with Administrator and UTLA
- Safety and Facilities Committee Technology/Library Committee
- Long Range Planning
- Green Team (Gardening)

### **Section 2. Committee Membership.**

Committee membership is open to all members of the public. The standing committees shall have both parent and teacher representation. Committee members may volunteer or be appointed by the Leadership Council. The Principal shall be an ex officio member of each committee. Each committee may select a rotating or permanent facilitator or chair on a rotating basis that will staff the committee, organize meetings, and report to the Leadership Council as necessary.

## **ARTICLE VII. AMENDMENTS**

These Bylaws may be amended at any regular meeting of the Leadership Council if notice of such amendment announced at the previous meeting in the agenda of such meeting by majority vote of the total voting membership of the Leadership Council. The amended Bylaws shall be submitted to the Charter Schools Division (CSD).

## **ARTICLE VIII. RATIFICATION**

These Amended and Restated Bylaws shall be effective when approved by two-thirds (2/3) of the total voting membership of the Leadership Council.