

BYLAWS FOR THE SUPERINTENDENT'S ADVISORY COUNCIL

ARTICLE I

Name of Council

The name of this council shall be the Superintendent's Advisory Council of Fontana Unified School District.

ARTICLE II

Role of the Superintendent's Advisory Council

The primary role of the Superintendent's Advisory Council is advisory. The council shall carry out all other duties and responsibilities assigned to it in the Education Code of the State of California.

ARTICLE III

Members

Section 1 - Size and Composition

The Superintendent's Advisory Council shall be composed of 129 members. Through collaboration, networking, two-way communication, and partnership, the Fontana Unified School District Superintendent's Advisory Council will serve as an important tool and resource to the Superintendent and to the Board of Education in their efforts to provide the students of the district with the highest quality education possible by:

- supporting the board goals;
- communicating information back to sites;
- supporting students through families and schools;
- providing a channel by which parents can get information to the superintendent;
- being proactive instead of reactive;
- sharing information so all will hear the same message;
- reaching solutions to common problems;
- resolving issues through collaboration and networking; and
- exerting political influence and being proactive with the legislature.

The council shall be constituted of three members from each school. These members should represent the school's site council, English learners representative and PTO/PTA. Site administrators are encouraged to participate with their representatives but shall not have voting rights. Council representatives may be employees of the school.

Section 2 - Term of Office

All members of the council shall serve for a two-year term. However, in order to achieve staggered membership, one-half, or the nearest approximation thereof, of the members shall serve for a one-year term only during the first year of the council's existence. After the first year of the council's existence, all terms shall be two years in length. At the first regular meeting of the council, a chance method shall be used to determine which members shall serve one-year terms. At the conclusion of a member's term, at least one year shall elapse before such member may be selected to a new term.

Section 3 - Voting Rights

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the council. The alternate shall vote in the absence of the representative. Absentee ballots shall not be permitted.

Section 4 - Termination of Membership

A member shall no longer hold membership should he or she cease to be a resident of the area or no longer meet the membership requirements under which he or she was selected. Membership shall automatically terminate for any member who is absent from all regular meetings for a period of three consecutive months. The council, by affirmative vote of two-thirds of all of the members, can suspend or expel a member.

Section 5 - Transfer of Membership

Membership in the Superintendent's Advisory Council is not transferable.

Section 6 - Resignation

Any member may resign by filing a written notice to the Council President

Section 7 - Vacancy

Any vacancy on the council shall be filled for the remainder of the school year by appointment by the chairperson. If the unexpired term is for another full year thereafter, the regular selection process shall fill the term for that year.

ARTICLE IV Officers

Section 1 - Officers

The officers of the Superintendent's Advisory Council shall be a chairperson, co-chairperson, and such other officers, as the council may deem desirable.

Section 2 - Election and Term of Office

The officers of the Superintendent's Advisory Council shall be elected annually and shall serve for two years or until each successor has been elected.

Section 3 - Removal

Any officer may be removed by a two-thirds vote of all members sitting on the Superintendent's Advisory Council whenever, in the judgment of the council, the best interests of the council would be served thereby.

Section 4 - Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the Superintendent's Advisory Council for the unexpired portion of the term.

Section 5 - Chairperson

The chairperson shall preside at all meetings of the Superintendent's Advisory Council and may sign all letters, reports, and other communications of the Superintendent's Advisory Council. In addition, the chairperson shall perform all duties incident to the office of chairperson and such other duties as may be prescribed by the Superintendent's Advisory Council from time to time.

Section 6 - 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 Superintendent's Advisory Council.

ARTICLE V Committees

Section 1 - Standing and Special Committees

The Superintendent's Advisory Council 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 Superintendent's Advisory Council.

Section 2 - Membership

Unless otherwise determined by the Superintendent's Advisory Council in its decision to establish a committee, the chairperson of the Superintendent's Advisory Council shall appoint members to the various committees. In order to achieve parity, other representative bodies within Fontana Unified School District may be recruited to augment certain committees.

Section 3 - Term of Office

Each member of a committee shall continue as such for the term of his or her appointment and until his or her successor is appointed, unless the committee shall be sooner terminated or abolished, or unless such member shall cease to qualify as a member thereof.

Section 4 - Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the Superintendent's Advisory Council or with policies of the governing board.

Section 5 - Quorum

Unless otherwise provided in the decision of the Superintendent's Advisory Council designating a committee, a majority of the committee shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6 - Vacancy

A vacancy in the membership of any committee may be filled by an appointment made in the same manner as provided in the case of the original appointment.

ARTICLE VI

Meetings of the Superintendent's Advisory Council

Section 1 - Regular Meetings

The Superintendent's Advisory Council shall meet no less than three times per year.

Section 2 - Special Meetings

Special meetings may be called by the chairperson or by majority vote of the Superintendent's Advisory Council.

Section 3 - Place of Meetings

The Superintendent's Advisory Council shall hold its meetings in a facility provided by the district and readily accessible by all members of the public, including handicapped persons.

Section 4 - Notice of Meetings

Public notice shall be given of regular meetings at least 48 hours in advance of the meeting. Any change in the established date, time, or location must be given special notice. All special meetings shall be publicized. Any required notice shall be in writing, shall state the day, hour, and location of the meeting, and shall be delivered either personally or by mail to each member not less than forty-eight hours or more than two weeks prior to the date of such meeting.

Section 5 - Decisions of the Superintendent's Advisory Council

All decisions of the Superintendent's Advisory Council shall be made only after an affirmative vote of a majority of its members in attendance, provided a quorum is in attendance.

Section 6 - Quorum

The presence of 51 percent of the total membership shall be required in order to constitute a quorum necessary for the transaction of the business of the Superintendent's Advisory Council. No decision of the Superintendent's Advisory Council shall be valid unless a majority of the members then holding office concur therein by their votes.

Section 7 - Conduct of Meetings

All regular and special meetings of the Superintendent's Advisory Council shall be conducted in accordance with *Robert's Rules of Order* or in accordance with an appropriate adaptation thereof.

Section 8 - Meetings Open to the Public

All regular and special meetings of the Superintendent's Advisory Council and of its standing or special committees shall be open at all times to the public.

Revised: April 22, 2009