

# **Alta Vista Community Charter School Governance Council**

## **Amended and Restated**

### **Bylaws**

Effective Date: November 1, 2016

#### **Article I**

##### **Name of Council**

The name of the Governance Council is Alta Vista Community Charter Governance Council (AVCC-GC).

#### **Article II**

##### **Role of Council**

The AVCC-GC has been elected by the Alta Vista Community Charter School stakeholders to provide leadership and citizen oversight of the school and shall ensure that Alta Vista Community Charter School (AVCCS) is responsive to the values, beliefs and priorities of the community and the mission of AVCCS:

**"Provide our students with a rigorous, relevant, and comprehensive curriculum that challenges students to use critical thinking, problem solving and 21st century skills to become responsible citizens"**

In alignment with AVCCS' mission, the AVCC-GC will act to set policy, approve budgets and expenditures, hire personnel, approve contracts, and ensure that AVCCS maintains high academic standards under the oversight of AUSD. The AVCC-GC will:

- Set the direction for the school through a process that involves the community, parents/guardians, students and staff, and is focused on student learning and achievement through long-range strategic planning in alignment with the AVCCS Charter
- Establish an effective and efficient organizational structure for the school through the development and adoption of policies
- Establish academic expectations
- Establishing budget priorities

- Provide support to the Principal and staff as they carry out the AVCC-GC's direction
- Ensure accountability to the public for the performance of AVCCS
- Provide community leadership and advocacy on behalf of students, the AVCCS educational program, and public education in order to build support within the local community and the state and national levels.

## **Article III Members**

### Section 1: Size and Composition

AVCC-GC shall consist of five members, unless changed by amendment to these by-laws. Representation of the AVCC-GC shall be comprised of:

- A minimum of two parent members
- A minimum of two community members. Community members may not have children attending AVCCS and may not be employed by AUSD or AVCCS

### Section 2: Selection Process

The AVCCS Principal shall serve as the Election Official to manage the election process, which shall begin no later than the regularly scheduled October GC meeting.

AVCC-GC member elections will occur during the first Monday in November. The Election Official will develop a detailed election schedule which shall be approved by the GC and posted at all times on the GC web page, along with the expiration dates of all existing Council members' terms. Candidates for Governance Council shall file their candidacy by submitting a Biography/Statement of Qualifications by email to the Election Official or in the candidacy box in the school office, no later than October 31. All AVCCS parents or legal guardians and staff have the right to nominate and vote for the Parent and Community members of the AVCC-GC.

The candidates with the most votes in each of the member categories (parent, community) shall win the election. The AVCC-GC will break any ties. The voting results will be posted on the school's website and school bulletin board within 5 business days following the November election. In the event of insufficient candidates to warrant an election, the election itself may be cancelled, and the candidates may be appointed to the GC in accordance with the AVCC-GC vacancy policy.

### Section 3: Term of Office

AVCC-CG members serve a two year term, effective November 1 following the November election (or appointment). Member terms are staggered to provide continuity

### Section 4: Termination, Transfer and Removal of membership

A member shall no longer hold membership when he or she no longer meets the membership requirements under which he or she was selected. AVCC-GC membership is not transferable or assignable.

Any AVCC-GC member may be removed by a two-thirds vote of all members of the AVCC-GC at a regularly scheduled meeting, whenever any of the following occurs:

- Three consecutive months of non-attendance at regularly scheduled meetings, or
- Non attendance at the majority of regularly scheduled meetings in a single year.

Any member so removed from the AVCC-GC shall surrender to AVCC-GC all work product, computers, electronic devices, or other assets produced for or provided by AVCC-GC that are in the member's possession within 10 days of the AVCC-GC's action to remove.

### Section 5: Vacancy

Any single vacancy on the AVCC-GC due to death, resignation, removal, termination, or otherwise, shall be filled by appointment by the AVCC-GC and through the next regularly scheduled election. The AVCC-GC will appoint a new member to fill a vacancy by an affirmative vote equal to the number of votes that constitutes a quorum.

Multiple member vacancies require a special election, which shall follow the guidelines in the AVCC-GC selection process regulation.

### Section 6: Resignation

Any member may resign his/her seat for any reason, provided the resignation is in writing to the AVCC-GC Chairperson or Recording Secretary. The member's resignation will be accepted at the next regularly scheduled meeting.

## Section 7: Officers

The AVCC-GC will nominate and select several officers. These office designations are described below:

- Chairperson: The chairperson shall preside at the meetings of the AVCC-GC and may sign all letters, reports, and other communication of the AVCC-GC. These duties include, and may not be limited to: setting agenda, keeping the agenda calendar, and assure compliance with the Brown Act. The Chairperson shall be a parent or Community member of the AVCC-GC.
- Vice-Chairperson: Shall preside over meetings in the absence of the Chairperson. The Vice-Chairperson shall perform other duties as may be assigned by the Chairperson. The Vice-Chairperson shall be a parent or community member of the AVCC-GC
- Corresponding Secretary: Shall keep a register of contact information for all members, maintain necessary correspondence, and perform other duties as directed by the chairperson. The Corresponding Secretary shall be a parent or community member of the AVCC-GC
- Recording Secretary: The AVCCS Principal shall serve as the Recording Secretary for AVCC-GC.
- Other officers: The AVCC-GC may create other offices and elect officers as needed.

AVCC-GC shall hold an organizational meeting to elect its Officers at the first regularly scheduled meeting following the November election.

## **Article IV Committees**

The AVCC-GC may from time to time establish and abolish such standing or special committees as it may desire. No standing or special committee may exercise authority over the AVCC-GC. All committees established by the AVCC-GC are subject to the Brown Act.

## **Article V Meetings**

### Section 1: Place of Meeting

The AVCC-GC shall hold its meetings in a facility provided by AVCCS that is readily accessible by all members of the public, including handicapped persons

### Section 2: Notice of Meetings

All AVCC-GC meeting notices will be in accordance with the Brown Act. All meetings of the AVCC-GC shall be open to the public at all times.

### Section 3: Quorum

The presence of a majority of Council members constitutes a quorum.

### Section 4: Decisions of the AVCC-GC

All decisions of the AVCC-GC shall be made only after a quorum has been established and only after an affirmative vote of the members in attendance. Only items placed on the posted official agenda can be voted on during the meeting.

### Section 5: Conduct of Meetings

All meetings of the AVCC-GC shall be conducted in accordance with the Brown Act and "Robert's Rules of Order," insofar as such rules are not inconsistent with or in conflict with The Brown Act, these by-laws or with provisions of law.

AVCC-GC meetings shall be presided over by the Chairperson of the council or, in his or her absence, by the Vice-Chairperson of the council or, in the absence of each of these persons, by a council member chosen by a majority of council members present at the meeting.

The Recording Secretary shall act as secretary of all meetings of the AVCC-GC. The Corresponding Secretary shall act as Recording Secretary in the Recording Secretary's absence. If both of these members are absent, the members present will choose a substitute from the members present.

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the Council. A simple majority of the members present at the council meeting is required.

## **Article VI Changes to By-Laws**

An amendment of these by-laws may be made at any regular meeting of the AVCC-GC by a vote of 2/3 of the members. The AVCC-GC shall review its by-laws annually and propose an amendment, if needed. Written notice of any proposed amendment must be submitted to the AVCC-GC at least three days prior to the meeting at which the amendment is to be considered for adoption. Amendment(s) to the AVCC-GC by-laws shall be voted on at a regularly scheduled meeting.

PASSED AND ADOPTED this 3rd day of October, 2016, by the Alta Vista Community Charter School of Placer County, California, by the following vote:

AYES: 5 NAYS: 0 ABSENT: 1 ABSTAIN: 0



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CAMILLE TAYLOR, Recording Secretary