



EMPOWERING YOUR LSLC THROUGH BYLAWS

Operation and Conduct

Norms:

1. The LSLC will operate from the shared principle that every member of the LSLC has a perspective of value to the school community.
2. Each member of the LSLC will consistently try to speak respectfully to others during LSLC meetings.
3. Each member of the LSLC will consistently try to listen to others during LSLC meetings without interrupting.
4. Each member of the LSLC will consistently try to put the well being of our school at the center of their decision making.

ASK YOURSELF:

How can these bylaws help your LSLC? What would you do to improve them for the LSLC at your school-site? What do you love about these bylaws?

Operation:

1. Each meeting will begin with one of the LSLC co-chairs reviewing these norms.
2. Speaking Structure: When deliberating topics a parliamentarian will “take stack” of those wishing to speak on a specific topic. This means that LSLC members wishing to engage on a topic will raise their hand and the parliamentarian will write their name down on a speaker list. The parliamentarian will then call on people to participate in discussion based on the order that their names were written down.
3. In order to engage the full LSLC body in the creation of agendas, the second to last agenda item will always be: “What topics should our LSLC address in the next LSLC meeting?” The secretary will keep these suggestions in the minutes for each meeting.
4. The last agenda item will be public comment, allowing for up to 5 speakers with a maximum time of 2 minutes to speak. A list to sign up for public comment will be made available at the start of each LSLC meeting, and speakers will be chosen on a first come, first serve basis. Public Comment time can be shared.
5. Every effort will be made to have translation available for each LSLC meeting. At a minimum, the elected secretary will reach out to the LAUSD translation unit to secure translation prior to each LSLC meeting.
6. If any member of the LSLC says that a motion being debated violates LAUSD policy, the burden will be on that member to provide written documentation of the policy being violated.

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Committees

1. All committees which work on a topic related to an LSLC purview will be a committee of the LSLC.
2. A committee of the LSLC will be created when a motion is passed by the LSLC by a majority vote. This motion shall include at minimum: how members of the committee are chosen, the scope of the committee, how agendas are made, if the committee will be standing or ad hoc, and whether or not quorum is needed for the committee to conduct business.
3. In order to achieve equitable outcomes for all students, a committee of the LSLC will be the Community School Implementation Team. In addition to guidelines set by district policy and future LSLC motions, the CSIT will take as one of its responsibilities improving equitable outcomes at the school site. In order to accomplish this aim, at minimum, the CSIT will regularly review student data, interview community interested holders and present their findings to the LSLC at least once a quarter with the first presentation occurring no later than the fifth week of school. At minimum, the data to be analyzed will include: absenteeism, academics, discipline, and targeted student interviews. As part of their CSIT presentation, the CSIT will advise the LSLC on how to use its purviews to increase equitable outcomes at the school site.

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Note: See the last page for an example motion that follows this criteria.

Budget

1. The two co-chairs will work collaboratively on a budget report to be given no less than one time per academic quarter. This report will include, but not be limited to, how much money is available in each budget category, as well as what money has been spent on during the current school year. When this report is given, substantial time will be given for questions.
2. Prior to budget development the co-chairs of the LSLC will develop a plan that ensures community input in budget decision making. This plan will include, but not be limited to: how the LSLC will discuss budget decisions with the SSC, a method to engage parents, students, and all local bargaining units in budget development, and a minimum of two scheduled LSLC meetings to discuss budget decisions.

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Amending Bylaws

Bylaws can be amended only by 2/3rd vote of the LSLC.

Draft Motion to make the ILT a committee of your LSLC

It is moved that the ILT at (your school) be made up of _____ members of the (your school) Community. These members will be _____ UTLA members and _____ administrators.

It is further moved that the UTLA members of the ILT be chosen by a majority vote of each grade level, and one vote to determine ILT representation for out of classroom educators. The principal at (your school) will be able to choose the administrative representative on the ILT. The elected members of the ILT will serve for one year.

It is further moved that the ILT will regularly report to the LSLC for guidance, and that no PD that falls under LSLC purview be approved without a majority vote of the LSLC.

It is further moved that ILT agendas be created collaboratively. The UTLA members assigned to the ILT will take turns making the ILT agenda with the administrator appointed to the ILT.

It is further moved that the ILT will create a survey to engage educators around what type of PDs they want annually. This survey, once approved by LSLC, will be given to all (your school) educators. The results of this survey will serve as a guide for LSLC approved PD.

The ILT will be a standing committee.

Ask yourself: *How can this draft motion help clarify the relationship between committees and LSLC?*

Goal Setting:

Every school year, before October 1st, the LSLC will determine its priorities for the upcoming year. To determine these priorities, the LSLC will use various sources of qualitative and quantitative data, including, but not limited to: attendance data, academic data, data from school based surveys, and whatever other data sources the LSLC deems relevant. The CSIT will be primarily responsible for drafting these goals, though the LSLC retains ultimate authority on determining what the annual priorities will be. Once passed by the LSLC, these priorities will be shared with the school community and help to inform LSLC decisions for the upcoming year. Once in January and once in June the LSLC will discuss their progress towards addressing their locally determined priorities.

ASK YOURSELF:

How can this bylaw help your LSLC? What would you do to improve it for the LSLC at your school-site? What do you love about this bylaw?

Sharing Decisions:

Pursuant to Article XXVII, section 2.8: Decisions of the Local School! Leadership Council shall be made available to staff, parents, and, in secondary schools, students within two weeks of said decisions. Supporting documents such as agendas, materials, and resulting policies shall be made accessible for viewing.

Officers And Vacancies

- 1. Officers Positions:** In addition to the two LSLC co-chairs, the LSLC will elect the following officer positions at the first meeting of each LSLC term:
 - a. Secretary: Responsible for keeping minutes, managing meeting materials, and requesting translation for each LSLC meeting.
 - b. Parliamentarian: Responsible for enforcing Robert's Rules of Order generally, as well as all bylaws specifically. In addition, the parliamentarian will manage LSLC discussion so that they conform to the norms and procedures of these bylaws
- 2. Vacancies:** If an LSLC seat becomes vacant prior to the end of the term the two co-chairs will hold a special election to fill this seat. If there is already an elected alternate, the alternate will fill the vacant seat until this election is held. The alternate can run to fill the seat for the remainder of the term.

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