
GOVERNANCE REQUIREMENTS FOR THE SCHOOL SITE COUNCIL AND ENGLISH LEARNER ADVISORY COMMITTEE

Reviewing Greene Act Requirements and Operating Guidelines



Mountain View
Whisman
School District

Source: Adopted from Los Angeles Unified School District Office of Parent and Community Services

OBJECTIVES

1. Identify the Greene Act implications for school meetings
2. Understand guidelines for generating meeting documentation
3. Review common operating procedures as they apply to School Site Councils and English Learner Advisory Committees

THE GREENE ACT

Section 35147

1. Any meeting held by a committee or council shall be **open to the public**.
2. Any member of the **public shall be able to address** the council or committee **during the meeting** on any item within the subject matter jurisdiction of the council or committee.
3. The council or committee **may not take any action** on any item of business **unless** a) the item appeared on the posted agenda, or b) the council or committee members present, by **unanimous vote**, find that there is a need to take immediate action and that the need for action came to the attention of the council or committee **subsequent** to the posting of the agenda.
4. **Any materials provided to a school site council shall be made available to any member of the public** who requests the materials pursuant to the California Public Records Act.

THE GREENE ACT

Section 35147

5. **Notice of the meeting** shall be posted at the school site or other appropriate place accessible to the public **at least 72 hours** prior to the meeting.
6. The meeting **notice shall specify the date, time, and location of the meeting and contain an agenda** describing each item of business to be discussed or acted upon.
7. **If a council or committee violates** the procedural meeting requirements of this section, upon the demand of any person, **the council or committee shall reconsider the items** at its next meeting, after allowing for public input on the item.
8. Questions or brief statements made at the meeting by members of the council, committee, or public that do not have a significant effect on pupils or employees in the school or school district, or that can be resolved solely by the provision of information, **need not be described** on an agenda as items of business.

THE GREENE ACT

Meeting Agenda

- A meeting **agenda** is required under the Greene Act. It must be posted in an area ***accessible to the public at all times*** (outside of school building) at least 72 hours prior to the meeting time.
 - There are no special or emergency meeting provisions in the Greene Act.
- Discussion or action cannot occur during the meeting on any item not listed on the agenda.
- If action is taken without a proper posting or vote, the action will be nullified and put up for consideration at a subsequent meeting with the item agendized.

THE GREENE ACT

Meeting Agenda

- The meeting agenda must include the title, date, time and location of a meeting, as well as including the order of the topics to be discussed in the meeting.
- The agenda must state where the public can review the materials or obtain copies, and it should contain a statement about who to contact if accommodations are needed under the Americans with Disabilities Act.
 - This statement can be placed at the bottom of the agenda.

THE GREENE ACT

Public Comment

- The public can provide comments during the **beginning portion** of the meeting, before any business items are discussed.
- Reasonable regulations should be set and communicated on the agenda describing the time and manner of public comments. Names of speakers at meetings should be captured and reflected in the minutes.

DOCUMENTING MEETINGS

Meeting Minutes

- Minutes provide a legal record for what happens in a meeting. The headings should mirror the items listed in an agenda, in order, and include information about content reviewed and actions taken.
- Minutes must be approved by a council in a subsequent meeting to serve as a legal record. Minutes can be approved “with changes” or approved “as is” by the council.
- After minutes are approved by a council, they cannot be altered by any one member. Any changes to the approved minutes must be made by a quorum of the body voting to alter the minutes.

DOCUMENTING MEETINGS

Sign-In Roster and Bylaws

- Sign-In Roster must list school name, meeting name, date, time and have a space for name and signature.
- Bylaws (recommended, not required) define the purpose of a council or committee, including identifying requirements for membership and officers, rights and responsibilities, and governance guidelines.
- If used, bylaws should be reviewed with a council and committee at the beginning of each year to help members understand why and how the council or committee functions.

ADDITIONAL CONSIDERATIONS

Public Participation

- People can video and audio record council and/or committee meetings if it's not disruptive.
- The public can only participate in the meeting during the public comment portion of the agenda, and the public should be seated separately from the members.
- State at the beginning of the meeting to members and the public that video and/or audio recording may be occurring.