

Sample Bylaws for SARBS

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Ventura County School Attendance Review Board By-Laws

ARTICLE I – Name of the Board

Section I

The board shall be known as the Ventura County School Attendance Review Board and shall be known herein as County SARB.

ARTICLE II – Authority

Authorization for the County SARB is set forth in *Education Code* Section 48321 and 48324.

ARTICLE III – Purpose

- A. Per *Education Code* Section 48321(f) the County SARB shall provide consultant services to, and coordinate activities of, local school attendance review boards (SARBs) in meeting the special needs of pupils with school attendance or behavior problems.
- B. Maximize the utilization of community resources in the effort to solve individual and family problems of minors with regard to school attendance or behavior problems. The County SARB will emphasize:
 - 1. Bringing about effective and efficient contact between local SARBs, local agencies, and the resources in the county.
 - 2. Serve as a catalyst in the identification and development of community resources needed to address issues related to child welfare and attendance.
 - 3. Disseminate information and conduct in-service training regarding legal
 - 4. issues, community resources, new legislation and other pertinent matters relating to child welfare and attendance, including the Juvenile Justice System.

ARTICLE IV – Objective

County SARB shall:

- A. Adopt such rules and regulations not inconsistent with law, as are necessary for its own government and to enable it to carry out the provisions of California *Education Code* commencing with Section 48320.
- B. Promote the development of appropriate resources to enhance school programs and educational alternative relative to student attendance and behavior.

- C. Utilize services and resources for the prevention of juvenile delinquency and diversion of youth from the Juvenile Justice System.
- D. Bring together on a regular and continuing basis, those agencies having primary responsibilities for the welfare of children.
- E. Encourage local SARBs to do the following:
 - 1. Support and promote the appropriate implementation of recommended policies and procedures developed by the County SARB.
 - 2. Make recommendations and suggestions to local schools to access available resources, services, and programs.
 - 3. Identify pupils with potential attendance and behavior problems at the earliest possible time.
 - 4. Encourage community involvement.

ARTICLE V – Organization and Membership

Section I

The County SARB shall include, but need to be limited to:

- A. A parent
- B. Local school district representatives
- C. County Probation Department
- D. County Welfare Department
- E. County Superintendent of Schools
- F. Office of the District Attorney
- G. Law enforcement agencies
- H. Community-based youth service centers
- I. School guidance personnel
- J. Child welfare and attendance personnel
- K. School or county health care personnel
- L. Others as designated by the County SARB

Section II

The governing boards of school districts shall nominate the school district representatives. All other persons and group representatives shall be nominated by their respective agencies.

Section III

Members of the County SARB shall be appointed on an annual basis (July 1st through June 30th). County SARB members may be recommended for reappointment by the school districts or agencies represented.

Section IV

Vacancies on the County SARB, either because of resignation or other reasons, shall be filled by the school districts or agencies involved with the approval of County SARB.

ARTICLE VI – Governing Body

Section I

The officers of the County SARB shall consist of a Chairperson, Vice-Chairperson and a Secretary.

- A. The Chairperson, Vice-Chairperson and Secretary of the County SARB shall be elected annually. The County SARB shall appoint a nominating committee to present nominations at the June monthly meeting. Elections shall be held by a majority vote of the County SARB membership at its June meeting.

Section II

- A. Time and day of meetings shall be determined at the first meeting in September of each year. The first meeting of each year shall be held in September and will be called by the Chairperson at an appropriate date, time and place.
- B. Special meetings may be called by the Chairperson or majority of the County SARB provided 24 hour notice of the purpose of the meeting is given to all members.
- C. The Chairperson shall call meetings of the County SARB. The Secretary of the County SARB shall give written or verbal notice of all meetings to the members.

Section III

- A. At all meetings of the County SARB, one-half of the qualified members shall constitute a quorum.
- B. All measures considered by the County SARB shall be approved by majority vote except for amendments to the By-Laws.
- C. Amendments to the By-Laws shall require a two-thirds vote of the qualified members of the County SARB.
- D. In case of a tie vote on any matter considered by the County SARB, the Chairperson shall cast his/her vote.

Section IV

The County SARB shall be governed by rules and regulations which are consistent with laws established by the California Legislature (Section 48324.)

ARTICLE VII

Section I

- A. The Chairperson shall be responsible for coordinating the services of the County SARB.
- B. The Chairperson shall be responsible for presiding over all County SARB meetings.

Section II

The Chairperson and Secretary shall be ex-officio members of all committees of the County SARB.

Section III

In the absence of the Chairperson, or his/her inability to act, the Vice-Chairperson shall act as Chairperson.

Section IV

The Vice-Chairperson shall assume duties and responsibilities as directed by the Chairperson.

Section V

The County Superintendent of Schools Office shall provide staff services for the County SARB.

ARTICLE VIII – Committees

Section I

The Chairperson is authorized to establish committees as the need arises. Committees shall be dissolved when its goals and objectives have been fulfilled.

ARTICLE IX – Parliamentary Authority

Section I

The rules contained in Robert's Rules of Order, Revised, shall govern the County SARB in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of the County SARB.

Section II

The Chairperson shall appoint a parliamentarian with the approval of the County SARB.

ARTICLE X – Amendments to the By-Laws

Section I

The By-Laws may be amended by a two-thirds vote of the qualified membership of the County SARB.

Section II

The Chairperson shall set voting requirements which are consistent with the By-Laws of the County SARB.

Section III

Any member of the County SARB may make suggestions for amendments to the By-Laws. Suggestions shall be made in writing to the Chairperson and shall be referred to a special committee appointed by the Chairperson for review and recommendation before submission to the membership.

Section IV

Immediately following any amendment or revision of the By-Laws, the Secretary shall be responsible for the printing and distribution of as many copies of the revised By-Laws as are necessary. The revised copy of the By-Laws shall bear the date of the revision and the location of the County SARB meeting where the revision was declared official.

ARTICLE XI – Adoption of the By-Laws

Section I

- A. These By-Laws shall become operative upon their approval by a two-thirds vote of the membership of the County SARB at the next regular meeting after the proposed By-Laws are presented to the County SARB. Amendments to the proposed By-Laws may be introduced and voted upon at the regular meeting at which the vote on adoption shall be taken so long as such amendments are mailed to all members at least one week in advance of the meeting.
- B. After the original adoption process, these By-Laws may be amended at any regular or special meeting pursuant to Article XI, provided that such proposed amendments have been mailed to all members at least one week in advance of the meeting.