



2024–2025 School Site Council (SSC) Hybrid Election Script Parent/Community Member Election, Officers, and Certification

Note: The parent election must be hybrid. If all your participants are in person, you still must keep your Zoom link live for the entire duration of your elections. Please, identify staff that will be monitoring Zoom attendance. School Site Council Elections must be certified by Friday, September 27, 2024, in Principal's Portal.

☐ **Step I A: Organize Election Logistics on Election Day**

Open the meeting 30 minutes before starting the official meeting to resolve any connectivity issues, review staff roles, test the translation feature, and restrict the Chat feature in the Zoom meeting so participants can only communicate with the host/co-host. Five (5) to ten (10) minutes before the official meeting start time, have one person let participants in and ask participants to identify themselves in the Chat. Power-point and election tally sheets are available in Tools for Schools at <https://www.lausd.org/site/default.aspx?PageID=9653> under the SSC tab.

☐ **Step I B: Organize Physical Location on Election Day**

Set up meeting room the night before, if possible, with technical equipment for a hybrid meeting, posting recording signs, preparing sign-ins, agendas, copies of the presentation, handouts and an area with light refreshments.

☐ **Step: II A: Election Day Process**

Recognize in-person participants and Zoom participants and inform them:

- a. The meeting will be recorded.
- b. All newly elected members, including SSC parents/legal guardians, and community members, will be seated provisionally until:
 - i. Parent/legal guardian: Their student is verified in MISIS.
 - ii. Community member: Their home or work address is verified as being within the required school attendance boundaries.
- c. The number of parent/legal guardian and community member seats available as stated in the school's SSC bylaws.
- d. All SSC members will be elected for one year only. (NEW)
- e. Only parents/legal guardians can vote to elect both the SSC parents/legal guardians and community membership.
- f. All parents/legal guardians **must take a vote before** the election process for parents begins to decide whether or not any seats will be designated to community members.
 - i. Identify if there are any community members present in the physical room and on Zoom that are interested in being a member of the SSC.
 - ii. Inform parents that community members present who are interested in becoming a SSC member would be seated in the place of parents.
 - iii. Parents **must make a motion** to designate or not designate a specific number of seats to community members for the current school year even if there are no community members present in person or via Zoom.
- iv. If seats are designated for community members, they must be present to be considered



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for the SSC. (*An election tally sheet needs to be ready with the names of all the eligible voting parents in the room.*)

- v. A parent/legal guardian must make a motion stating how many seats, if any, will be designated to community member(s) for the current school year.
- vi. Clarify that it is up to the parent/legal guardians to decide whether they will allocate any seats to community members. State, “Giving seats to the community members means that they will be taking the seat of a parent/legal guardian, and they will speak and vote in their place.”
 - a. Ask parent/legal guardian to make a motion regarding the allocation of seats to community members.
 - b. Recognize a parent/legal guardian that is in person or on Zoom, and have them say the following: **“I, first and last name, make a motion to not give/give # of seats to community members.”** (Restate the motion to ensure clarity.)
 - c. Recognize another parent/legal guardian that is in person or on Zoom to second the motion, and have them say the following: **“I, first and last name, second the motion to not give/give # of seats to community members.”**
- vii. Display the motion and explain what a “Yes” vote means and what a “No” vote means.
- viii. Use the parent election Excel sheet. (List all parents/legal guardians that are present in person or via Zoom.)
- ix. Tally the votes visibly and announce the results of the motion. A roll call vote must be conducted to determine whether the motion passes or fails. (Only parents/legal guardians of the school can vote during this process).
- x. Staff will lead a roll call vote by calling parents/legal guardians to state their full names and their child’s full name and verbally announce “Yes” or “No.” If a participant does not reveal their name, their vote cannot be accepted.
- xi. Announce the results of the motion to all participants at the meeting.
- g. Once you have determined how many seats are available for parents/legal guardians/community, if seats are allocated for the community, you may continue with the election of for SSC parents/legal guardians.

☐ **Step: II B: SSC Parents/Legal Guardian Election of Members**

Only parents/legal guardians can vote for SSC Parent/Community members.

A. Elect parents/legal guardians first, before community members.

- i. On the duplicated Excel sheet, visibly show all eligible voting parents/legal guardians that are in person and on Zoom on the left-hand column (column 1) of the spreadsheet. Only those that are parents/legal guardians, in person, or on Zoom, must be listed.
- ii. Visibly list the name of parent/legal guardian candidates (both those that were self-nominated and those that were nominated by others and accepted the nomination) on the top row 2, column C of the spreadsheet.
 - 1. Nominations of parent/legal guardians



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- a. Declare all seats vacant.
Note: Recognize one group of parents first and then move on to the second group. Before closing the floor for nominations, double check Zoom and then in person.
- b. Only parents/legal guardians can nominate and self-nominate at this time.
- c. All members will be seated provisionally, pending verification.
- d. Inform participants that the floor is open for nominations and that only parents/legal guardians can be a candidate at this time.
 - i. Remind participants that only parents/legal guardians can vote for SSC members and that each parent/legal guardian will vote for one (1) parent/legal guardian candidate.
 - ii. Only the parent/legal guardian can self-nominate.
 - i. Only the parent/legal guardian can be nominated by another parent/legal guardian.
- e. Remind participants that only parents/legal guardians can vote for SSC members and that each parent/legal guardian will vote for one (1) candidate.
- f. Only parents/legal guardians can self-nominate.
- g. Only parents/legal guardians can be nominated by other parents/legal guardians.
- h. Ask the question three times, **“Are there other parents/legal guardians interested in being a SSC member?”**
 - i. If no one is interested, ask for a motion to close the parent/legal guardian nominations.
 - j. Recognize a parent/legal guardian, and have them say the following: **“I, first and last name, make a motion to close and accept nominees for SSC membership for parents/legal guardians.”** (Restate the motion to ensure clarity.)
 - k. Recognize another parent/legal guardian to second the motion, and have them say the following: **“I, first and last name, second the motion to close and accept the nominees for SSC membership parents/legal guardians.”**
 - l. Staff will lead a roll call vote by calling parents/legal guardians to state their full names and their child’s full name and verbally announce if they are in favor, against, or abstain from voting on the motion. If a participant does not reveal their name, their vote cannot be accepted.
- m. Tally the votes visibly and announce the results of the motion.
- n. If you have more candidates than needed, do the following:
 - i. Give each candidate one (1) minute to state why they would like to be a member of the SSC.
 - ii. After each candidate has spoken, introduce them to participants and remind each parent that they will be voting for one (1) candidate.
 - iii. Remind parents/legal guardian they can vote for themselves if they are



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candidates.

- iv. State that the candidate with the highest votes will be seated.
- o. Staff will lead a roll call vote by calling parents/legal guardians to state their full names and their child's full name and verbally announce the candidate that they are voting for. Each parent/legal guardian will vote for one (1) candidate. The candidate with the highest number of votes will be elected. If a participant does not reveal their name, their vote cannot be accepted.
- p. Tally the votes visibly and announce the number of provisionally elected parents/legal guardians.
- q. If there is a tie, please repeat steps n, o, and q until the tie is broken, and all seats are filled.
- r. If any seats were allocated to the community, state how many seats are available. Remind parents that only parents/legal guardians can vote for the community, and that is the next election step you will lead.

If no seats were allocated to community members, then skip to Step III.

B. Elect Community Members: (Only parents/legal guardians can vote for SSC members).

On the duplicated Excel sheet, visibly list the names of all eligible voting parents/legal guardians in the left-hand column that are in the room.

Note: Recognize one group of parents first and then move on to the second group. Before closing the floor for nominations, double check Zoom and then in person.

- i. Skip a row and list the names of community members, representatives of community-based organizations that are actively involved in the school, and PTA/PTSA/PTO/ Booster Club members in the room that are not parents/legal guardians.
- ii. On the top of the second Excel sheet, visibly list and display the names of community members that are interested in filling the community members' seats.
 - a. Remind participants that only parents/legal guardians can vote for SSC members and that each parent/legal guardian will vote for one (1) community candidate.
 - b. Only community members can self-nominate.
 - c. Only community members can be nominated by other community members.
- iii. Inform participants that the floor is open for nominations of community members.
- iv. Ask the question three times, **"Are there other community members interested in serving as a community member on the SSC?"**
 - a. After all interested community members have been noted on the Excel sheet, ask for a motion to close the community member nominations.
 - b. Recognize a parent/legal guardian and have them say the following: **"I, first and last name, make a motion to close nominees for community membership."** (Restate the motion to ensure clarity)



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- c. Recognize another parent/legal guardian to second the motion, and have them say the following: **“I, first and last name, second the motion to close the nominees for community membership.”**
- d. Staff will lead a roll call vote by calling parents/legal guardians to state their full names and their child’s full name and verbally announce if they are in favor, against, or abstain from voting on the motion. If a participant does not reveal their name, their vote cannot be accepted.
- e. Tally the votes visibly and announce the results of the motion.
- f. If you have more candidates than needed, do the following:
 - i. Give each candidate 1 minute to state why they would like to be a member of the SSC
 - ii. After each candidate has spoken, introduce them to participants and remind each parent/legal guardian that they will be voting for one (1) candidate.
 - iii. State that the candidate with the highest votes will be seated.
- g. Staff will lead a roll call vote by calling parents/legal guardians to state their full names and their child’s full name and verbally announce the candidate that they are voting for. If a participant does not reveal their name, their vote cannot be accepted.
- h. Tally on the votes visibly and announce the results of the community member.
- i. If there is a tie, please repeat steps **f, g** and **h** until the tie is broken and all seats are filled.
- j. Congratulations to the new provisionally-elected SSC parent members (upon verification of qualified candidates and voting procedures).
- k. Provide them with the date and time of the first SSC meeting.

☐ **Step III: First SSC Meeting and Election of SSC Officers:** (Only SSC members can make motions and vote for SSC Officers and other SSC matters.)

- 1. Identify a support team that will take minutes.
 - a. All agenda items must be documented in the minutes; and special attention must be given to all action items. (*Action indicates that members must make a motion to accept the action taken.*)
- 2. SSC first meeting agenda template and electronic tally sheets are available in [Tools for Schools](https://www.lausd.org/site/default.aspx?PageID=9653) at <https://www.lausd.org/site/default.aspx?PageID=9653> under the SSC tab.
- 3. **SSC Officer Election Process:** (*Use the SSC Excel sheet and visibly display the names of all SSC members.*)
 - a) Declare all officer seats vacant. All SSC members are eligible to be officers. It is highly recommended that the principal NOT be the Chairperson of the committee.
 - b) Visibly show the tally sheet with the names of your SSC members listed in the left-



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- hand column (each officer position sheet is labeled on the bottom tab).
- c) On the top, list the names of the interested candidate.
 - d) Call each officer's position one at a time, starting with the Chairperson. The election for each officer happens one at a time. (1st Chairperson, 2nd Vice-Chairperson, 3rd Secretary, and 4th Parliamentarian)
 - e) As each position is opened, remind participants that they could nominate or self-nominate if they like.
 - f) Ask the question three times, **"Are there other members interested in serving as the (choose one at a time: Chairperson, Vice-Chairperson, Secretary, or Parliamentarian)?"**
 - g) Ask for a motion to close nominations.
 - i. Recognize a SSC member and have them say the following: **"I, first and last name, make a motion to close nominees for (position)"** (Restate the motion to ensure clarity).
 - ii. Recognize another parent/legal guardian to second the motion, and have them say the following: **"I, first and last name, second the motion to close nominees for (position)."**
 - h) Each candidate will be able to speak for one (1) minute as to why they would like to serve.
 - i) During a roll call vote, ask each member to identify themselves and state whom they cast their (1) vote for.
 - j) Inform participants that the candidate with the highest votes will serve in the new officer role. (Repeat the process for all other Officer positions).
 - k) Inform participants that if there is a tie, the process will repeated until the tie is broken and the officer seat is filled.

Note: Decision-Making Process: (*Use the SSC Excel sheet and visibly display the names of all SSC members.*) All decisions are made through the use of a motion. Use the following steps when taking action.

- a) Ask for a motion regarding (agenda item/s).
- b) Recognize a SSC member and have them say the following: **"I, (first and last name), make a motion to ... (agenda item)"** (Restate the motion to ensure clarity).
- c) Recognize another parent/legal guardian to second the motion, and have them say the following: **"I, (first and last name), second make a motion to ... (agenda item)."**
- d) Each motion will be discussed.
- e) After every member has been given an opportunity to speak in favor or against the motion, the Chairperson will call for a vote and restate the motion.
- f) During a roll call vote, ask each member to identify themselves and state if they are in favor, against, or abstain from voting (and abstention is not counted at all).



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❑ **Step IV: SSC Verification Form**

In the Principal Portal, under the Student, Family and Community Engagement link, you will be able to access the SSC Verification Form to complete SSC formation information at <https://principalportal.lausd.net/> Click on SSC Verification Form. To complete the SSC verification, the following items are needed:

- ✓ All SSC members' personal emails and phone numbers
- ✓ For parents, input parent name, student name, and student identification number (not the SSID #)
- ✓ For students, input their full name and Student Identification Number (not the SSID #)
- ✓ Input and upload requested documents and submit them by Friday, September 27, 2024.

Resources, job aids, templates, and power-points are available on the SFACE website in Tools for Schools under the SSC tab: <https://www.lausd.org/site/default.aspx?PageID=9653>

Contact your Region Family and Community Engagement (FACE) Administrative Coordinator for additional support.

Region	FACE Administrative Coordinator	Email
Region East	Megan Guerrero Amaris Medina	mguerr3@lausd.net Amaris.medina@lausd.net
Region North	Dr. Jeremiah Gonzalez & Laura Fuentes	jjg2443@lausd.net lf1109@lausd.net
Region South	Leticia Estrada de Carreon	ldecarre@lausd.net
Region West		
Virtual Academy and Continuation Schools	Laura Banuelos	lb0446@lausd.net