

PARENT ADVISORY COUNCIL BYLAWS

of

APPROVED BY THE MEMBERSHIP ON _____

SECRETARY

PRINT CHAIRPERSON'S NAME

SIGNATURE

DATE (OF SIGNING THIS FORM)

PRINT OFFICER'S NAME

SIGNATURE

TITLE

DATE (OF SIGNING THIS FORM)

Article I - Name

The name of the Parent Advisory Council (PAC) shall be: The Parent Advisory Council of

Article II – Goals and Objectives

1. To ensure effective involvement of all parents of Title I participating children and to support the partnership between other school community stakeholders (school administration and staff, Parent Association and School Leadership Team).
2. To involve parents of Title I participating students in an organized and timely manner with the planning, review and implementation of Title I programs and the joint development of the school parental involvement policy and the school-parent compact.
3. To recruit parents of Title I participating students for involvement in professional development opportunities, meetings, conferences and other related activities designed to enhance the role of parents in supporting the education of their children and advancing their own educational needs.
4. To provide information to parents of Title I participating students regarding Title I issues, and in consultation with other parents to bring questions, concerns, and ideas regarding Title I related issues to the attention of school staff, administration and other school community stakeholders.
5. To develop a spending plan in consultation with other parents of Title I participating students recommending how the school's minimum Title I 1% parent involvement allocation can be best utilized to support the needs of all Title I parents.

Article III - Membership

Section 1. Eligibility

Membership in the Parent Advisory Council shall be limited to parents, legally appointed guardians, and persons in parental relation to Title I participating students currently attending **(insert the name of your school)**. In the beginning of each school year, a welcome letter from the Parent Advisory Council shall inform eligible parents of the PAC and shall encourage their participation.

Section 3. Voting Privileges:

Each **(select member or family)** of a Title I participating child/children currently attending **(insert the name of your school)** shall be entitled to one vote. Proxy voting or absentee balloting is prohibited.

Article IV - Officers

Section 1. Titles

The officers of the Parent Advisory Council shall be: Chairperson, Vice-Chairperson, Recording Secretary, Treasurer, _____, _____, _____, and _____.

Section 2. Term of Office

The term of office shall be from July 1 through June 30. Officers shall be elected in May for a two-year term beginning July 1. Eligibility for office is limited to parents, guardians or persons in parental relation who are not employed at **(insert the name of your school)**.

Section 3. Duties of Officers

- 3.1 **Chairperson:** The Chairperson shall preside at all meetings of the Parent Advisory Council and shall be an ex-officio member of all committees except the nominating committee. The Chairperson shall provide leadership for its members. The Chairperson shall appoint chairpersons of PAC ad-hoc committees with the approval of the PAC Executive Board, and shall appoint chairpersons of PAC standing committees with the approval of the advisory council membership. The chairperson shall delegate responsibilities to other PAC members and shall encourage meaningful participation in all activities. The chairperson shall be the PAC's representative to the District Parent Advisory Council (DPAC) or Region Parent Advisory Council (RPAC) and shall be required to attend all regular meetings of the District Parent Advisory Council (DPAC) or District/Region Presidents' Council, whichever group represents Title I parents on the district/region level. The chairperson may also appoint a designee to attend these meetings. However, if a designee is appointed, then a designee must be appointed at the beginning of the school year and will remain the designee through the end of the school year. The chairperson shall meet regularly with the Executive Board members in accordance with these bylaws to plan the agendas for the general advisory council membership meetings. The chairperson shall assist with the transfer of PAC records to the incoming Executive Board prior to the end of his/her term of office.
- 3.2 **Vice-Chairperson:** The vice-chairperson shall assist the chairperson and shall assume the chairperson's duties in his/her absence or at the chairperson's request. The vice-chairperson shall assist with the transfer of PAC records to the incoming Executive Board prior to the end of his/her end of term of office.
- 3.3 **Recording Secretary:** The secretary shall maintain the official record of the proceedings and actions of all advisory council meetings. The responsibilities shall include preparation of meeting notices, agendas, sign-in sheets and material distributed. The secretary shall prepare and read the minutes of each advisory council meeting and shall make minutes available upon request. He/she shall maintain custody of the advisory council's records and reports on school premises. The secretary shall sign and incorporate all amendments to the advisory council's bylaws and shall ensure that copies of the amended bylaws are

on file in the principal's office and available at each advisory council meeting. The secretary shall be responsible for reviewing, maintaining and responding to all correspondence regarding the advisory council. The secretary shall assist with the transfer of all PAC records to the incoming Executive Board prior to the end of his/her term of office.

- 3.4 Treasurer: The treasurer, as chair of the Budget Committee, shall be responsible for coordinating and drafting a proposed budget and spending plan, for adoption by the advisory council membership which includes recommendations from the committee and advisory council members regarding how the school's minimum Title I 1% Parent Involvement allocation should be spent. The treasurer will also be responsible, with the PAC Chairperson, for presenting the recommended budget and spending plan to the School Leadership Team and Principal for review. The treasurer shall assist with the transfer of all PAC records to the incoming Executive Board prior to the end of his/her term of office.

Section 4. Election of Officers

- 4.1 Nominating Committee : The nominating committee shall be established during the **(indicate the month)** general membership meeting. The nominating committee shall consist of three to five (3-5) members to be elected by the advisory council membership. The majority must come from the membership. The remaining members of the nominating committee shall be selected by the Chairperson, subject to the approval of the Executive Board. The nominating committee shall select one of its members to serve as chairperson. No person employed at **(insert the name of your school)** shall be eligible to serve on the nominating committee.

Members of the nominating committee are not eligible to run for office. An eligible member of the nominating committee may be considered as a candidate if she/he immediately resigns from the nominating committee in writing.

The nominating committee shall seek out the membership in writing, in English and other languages, as appropriate, wherever possible, for recommendations of candidates for all offices. The nominating committee will also be responsible for conducting the election process. This includes the following:

- ◆ preparing and distributing all notices regarding this process in English and other languages, as appropriate, wherever possible, i.e., meeting notices, agendas, reminder notices, tear-off nomination forms, etc.
- ◆ preparing ballots, attendance sheets, ballot box, tally sheets and all other materials pertaining to the election.
- ◆ canvassing the membership for all eligible candidates.

- ◆ determining and verifying the eligibility of all interested candidates, prior to the election
- ◆ reporting the names to date of those candidates during the **(indicate the month)** meeting.
- ◆ ensuring that an opportunity is provided to all members allowing for nominations (this includes self-nomination) to be taken from the floor during the **(indicate the month)** meeting.
- ◆ officially closing the nominations process during the **(indicate the month)** meeting.
- ◆ reporting the names of all eligible candidates and the positions they are seeking, to the membership at least two (2) weeks prior to the **(indicate the month)** election.
- ◆ ensuring that only eligible members receive a ballot for voting.
- ◆ conducting the **(indicate the month)** election.

4.2 Additional Nominations: At the **(indicate the month)** membership meeting, the nominating committee shall request additional nominations from the floor. The nominating committee may also utilize tear-off nominating forms to reach additional eligible candidates. Tear-off nominating forms must include a cut-off date not less than ten (10) days from the date of distribution. All tear-off forms must be secured by the nominating committee.

4.3 Notices: The meeting notice and agenda for the **(indicate the month)** general membership election meeting shall be distributed not less than ten (10) days prior to the date. All meeting notices and agendas shall be available in English and other languages, as appropriate, wherever possible. The distribution date shall appear on all notices. It shall list all candidates in alphabetical order under the office for which they were nominated.

Voting Requirements: Each **(select member or family)** of a Title I participating child/children currently attending **(insert the name of your school)** shall be entitled to one vote. Proxy voting or absentee balloting is prohibited.

4.4 Election and Use of Ballot:

- ◆ Voting shall be by written ballot (for contested elections).
- ◆ Names of candidates shall appear on the ballot in alphabetical order under the title of the office for which they were nominated.
- ◆ Ballots shall be printed with instructions in English and other languages, as appropriate, wherever possible.
- ◆ Ballots shall be distributed following verification of member/voter eligibility.
- ◆ The elections shall be scheduled at a time that encourages maximum member participation. This will require at least an evening session.
- ◆ Ballots shall be counted immediately following the election and in the presence of the members.
- ◆ Ballots shall be retained for six months by the chairperson of the

nominating committee. If he/she will no longer be an eligible member after June 30, the ballots shall be turned over to the incoming Secretary.

Section 5. Transfer of Records

The outgoing PAC Executive Board shall arrange for the orderly transfer of records and information of the PAC, which shall include an overview of PAC meetings, activities and all proposals for the school year, to the incoming Executive Board. At least two meetings will be scheduled during the month of June for this purpose.

Section 6. Certification of the Election and Installation of Officers

The results of the election shall be announced by the chairperson of the nominating committee or another committee member designated by the chairperson. The installation of new officers shall be held during the June general membership meeting

Section 7. Vacancies

A vacancy occurring in the office of chairperson shall be filled by the vice-chairperson for the remainder of the term of office. A vacancy occurring in any other position shall be filled by a special election process. Officers who wish to resign their positions once an election has been certified, must do so in writing to the secretary, and, at that time, shall turn over all records to the secretary. In the event of the resignation of the secretary, he/she must transfer records to the chairperson.

Section 8. Special Election Process

Special elections shall be held to fill any vacancy, other than the position of chairperson. The Executive Board shall be responsible for announcing any vacancies which may occur and ensuring that all vacancies are filled by the next regularly scheduled meeting of the advisory council. In those instances where a vacancy occurs in the positions of vice-chairperson, treasurer and/or secretary, the Executive Board shall call for a special membership meeting in accordance with the provisions outlined in these bylaws.

Section 9. Disciplinary Action

Any officer who fails to attend three (3) consecutive Executive Board meetings without good cause following written notice from the Executive Board, shall be removed from office by recommendation of the Executive Board or motion from a member and two-thirds vote of the membership present. The advisory council's notice and agenda must cite that a vote will be taken by the advisory council membership as a disciplinary action against an Executive Board member.

Officers and Executive Board members accused of misconduct or neglect of duty may be removed only after:

- ◆ A motion is presented by any PAC member during any meeting of the PAC assembly to appoint a review committee. The motion must be approved by majority vote of the general membership present.
- ◆ The majority of the review committee must be comprised from the general membership. Executive Board members against whom charges are being contemplated may not serve on the review committee.
- ◆ The review committee must investigate, examine and obtain all relevant documents, interview all pertinent witnesses, etc., in order to conduct their fact-finding review. All pertinent facts and information must be considered by the committee. The officer(s) against whom charges are being contemplated has the right to present relevant facts, documents and witnesses.
- ◆ The committee must present its findings and recommendations during a general membership meeting within a period not to exceed forty-five (45) calendar days from the date of the establishment of the review committee. The advisory council's notice and agenda must cite that a vote will be taken by the advisory council membership regarding disciplinary action. The general membership shall then vote to remove or absolve the officer(s).

Article V - Executive Board

Section 1. Composition

The Executive Board shall be composed of the elected officers of the advisory council (if desired, chairpersons of standing committees). No person employed at **(insert the name of your school)** shall be eligible to serve on the Executive Board of the PAC. Officers shall be expected to attend all Executive Board meetings and shall be subject to removal under Article IV, Section 9 unless a good and valid reason is rendered in writing.

Section 2. Meetings

Regularly scheduled meetings of the Executive Board shall be held monthly, September through June, on the **(insert day of week)** of every month at **(insert time)**, unless such date shall fall on a legal or religious holiday, in which case the meeting shall be held on the following or previous **(insert day of week)**.

Section 3. Voting

Each member of the Executive Board shall be entitled to one vote.

Section 4. Quorum

(insert a number) members of the Executive Board shall constitute a quorum, allowing for official business to be transacted.

Article VI - Meetings

Section 1. General Membership Meetings

- 1.1 The general membership meetings of the advisory council shall be held on the **(insert day of the week)** of each month from September through June, at **(insert time)**, unless such day falls on a legal or religious holiday. In such instances, the meeting shall be held on the following **(insert day of the week)** or previous **(insert day of the week)** as determined by the Executive Board. Written notice of each membership meeting shall be in English and other languages, as appropriate, wherever possible. A ten calendar-day notice shall be required prior to the scheduled meeting. The date of distribution shall appear on all notices.
- 1.2 All eligible members may attend and participate during general membership meetings and may speak to agenda items subject to restriction in these bylaws.
- 1.3 Observers may speak and otherwise participate, if acknowledged by the chair.

Section 2. Order of Business

The order of business at meetings of the advisory council, unless changed by the Executive Board shall be:

- ◆ Call to Order
- ◆ Reading and Approval of Minutes
- ◆ President's Report
- ◆ Treasurer's Report
- ◆ Principal's Report
- ◆ School Leadership Team Update
- ◆ Parent Association Update
- ◆ District Parent Advisory Council Update
- ◆ Committee Reports
- ◆ New Business
- ◆ Old Business
- ◆ Adjournment

Section 3. Quorum

A quorum of **(select a number)** members of the advisory council shall be required to conduct official business.

Section 4. Minutes

Minutes of the previous general or special membership meeting shall be available in written form and read for approval at the next general membership meeting. The minutes must be made available upon request to any member.

Section 5. Special Membership Meetings

- 5.1 A special membership meeting shall be called to deal with a matter(s) of importance that cannot be postponed until the next general membership meeting. The president may call a special membership meeting with a minimum of forty-eight (48) hours written notice to parents stating precisely what the topic of the meeting will be.
- 5.2 In addition, upon receipt of a written request from five (5) advisory council members, the president must call a special membership meeting within five working days of the request and with forty-eight (48) hours written notice to parents.

Section 6. Parliamentary Authority

All procedural questions not covered by these bylaws shall be governed by *Robert's Rules of Order Newly Revised* provided they are not inconsistent with law, policy, regulation and these bylaws.

Article VII – Standing Committees

Section 1. Standing Committees

- 1.1 The president will appoint standing committee chairpersons (except in the case of the Budget Committee) with the approval of the membership. Ad-hoc committees shall be established by Executive Board approval. The standing committees of the association are the following:

Outreach: The outreach committee shall consist of three to five (3-5) persons and be chaired by the Outreach Committee Chairperson. The outreach committee shall be responsible for encouraging parent participation, involvement and assist with recruitment. The outreach committee may also prepare a newsletter or other publication to all members, which contains, at a minimum, messages from the principal, chairperson, list of Executive Board members, all PAC meeting dates, Title I updates, and any other material deemed appropriate by the advisory council. The committee shall also be responsible for maintaining a current list of members which shall be available without home addresses at every advisory council meeting. The outreach committee shall also to the extent possible facilitate the translation of materials, meeting agendas, minutes, Parent Involvement Policy and parent-school compact in the major languages spoken by members of the advisory council.

Budget: The budget committee shall consist of three to five (3-5) persons and be chaired by the treasurer. The committee shall be responsible for drafting: 1) a proposed budget and spending plan, for adoption by the membership, recommending the way in which the advisory council believes the school's minimum Title I Parent Involvement allocation should be spent, and 2) a written review of the prior year's budget and spending plan.

Drafting Committee: The drafting committee shall consist of 3-5 members. The drafting committee shall assist in the development of the school's Parent Involvement Policy and the Parent-School Compact. The drafting committee shall be responsible for polling advisory council members to obtain feedback and suggestions for inclusion in these documents.

Article VIII- Amendments

These bylaws may be amended at any regular meeting of the advisory council by a two-thirds vote of the members present, provided the amendment has been presented in writing to the membership at the previous meeting, and appears in the notice of the meeting at which it is to be amended. Amendments are effective immediately unless otherwise specified.

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment(s) was/were approved, in accordance with the provisions of Article VIII, at the membership meeting held on _____.
(Month) (Day) (Year)

Signed By:

Chairperson

Secretary

(Month) (Day) (Year)