Jefferson Elementary School District

PARENT ADVISORY COMMITTEE (PAC)

BYLAWS

ARTICLE I: AUTHORITY

The California Education Code (Ed. Code) sections 52062 and 52063, attached as "Attachment A," requires the establishment of a district-wide parent advisory committee to provide advisory opinions to the governing board and the superintendent of a school district regarding the Local Control and Accountability Plan (LCAP) (Ed. Code section 52060).

The parent advisory committee will include parents or legal guardians of pupils to whom one or more of the definitions in Section 42238.01 apply. The Jefferson Elementary School District (JESD) Parent Advisory Committee will be referred to herein as the "PAC" or the "Committee." These Bylaws shall be used to govern the PAC. Bylaws may never conflict with District policy and applicable state or federal laws, regulations, and guidelines. Should any provision conflict with District policy or state or federal requirements, such provision will be deemed invalid and unenforceable. The PAC is not authorized to represent the JESD without proper District authorization, nor can the Committee make any decisions, enter any contract, or spend public funds.

ARTICLE II: PURPOSE

The PAC shall review, advise, and comment on the District's Local Control and Accountability Plan (LCAP) and all related matters involving the Local Control Funding Formula identified by the California Education Code**.** This should include providing input on any related Board Resolution, District policy, or other document which requires parent, family, and stakeholder engagement in its development prior to adoption.

ARTICLE III: RESPONSIBILITY

Section A

The responsibilities of the Parent Advisory Committee shall be as outlined in California State Education Code sections 52062 and 52063.

The PAC shall review, advise, and comment on the District's Local Control and Accountability Plan (LCAP) regarding the requirements in Article 4.5 of the Education Code.

Members may collaborate with their school sites on a regular basis to disseminate to their respective school communities, relevant information gathered at meetings of the PAC.

Section B

To provide meaningful LCAP comments, the PAC may review all relevant Local Control Funding Formula ("LCFF") listings and descriptions of LCFF expenditures for the fiscal year, and any supporting data and other material which permits timely and effective evaluation of the applicability of goals, progress, and assessment of actions referred to in Education Code sections 52061 and 52062.

Section C

To provide meaningful LCAP comments, the PAC shall participate in relevant training sessions, in a timely manner, to assist members in carrying out their responsibilities under the subject-matter jurisdiction of the PAC. Such training shall include, but not be limited to, PAC operations, the role of members and officers, parliamentary procedures, the eight (8) State Priority Areas, and the six (14) District Goals.

Section D

The PAC shall review any proposed revisions and updates to the District's LCAP, submit written comments to the Superintendent, and present these comments to the Board of Education.

Section E

The PAC shall review the Superintendent's written responses to PAC comments, shall generate feedback to the Superintendent on these responses, and strongly encourage the Superintendent to provide further information on this feedback.

ARTICLE IV: MEMBERSHIP

Section A

A member orientation and training session, which is strongly required and will be counted toward attendance for all new members, shall be offered on or before the first regular PAC meeting, and include the following topics:

California Education Code Regarding the LCFF, LCAP, and the PAC (Education Code Section 52000)

Member Role and Responsibilities

Parliamentary Procedures and Robert's Rules of Order

Role of Officers

The Greene Act (Education Code section 35147)

PAC leadership will participate in calendar working sessions to arrange training, topics and content for the fiscal year, which may include:

Understanding and Analyzing School and District Data

State and District Funding Models (LCAP, Budget Overview for Parents)

Group Dynamics

SMART Comments Framework

District, state and federal parent-engagement policies

Section B

Composition/Requirements: "Parent" will have the same definition as defined by California Education Code section 56028 or unless defined otherwise below. Caregiver is defined as an adult who has provided care to a foster youth at any time in the past ten (10) years. This definition shall include both licensed foster parents, kinship relative caregivers, and advocates working with foster youth. Individuals serving as foster youth advocates are able to represent any school in which the children they serve attend school. To be seated as a member in this category, appropriate documentation must be submitted to, and accepted by, the office of Student Services.

The PAC will be composed of 11 parent members, 5 parent alternates, and two 8th grade students, as follows: each School Site Council will appoint one (1) parent and (1) alternate per school site for a total of 10 representatives, (2) Foster Youth parents/guardians/caregivers or agency representatives will be appointed by Student Services; (2) parents/guardians of English learners will be appointed by Student Services; (2) parents/guardians of students who are eligible for free or reduced-price meal program will be appointed by Student Services; and (2) 8th grade students will be appointed by Student Services. A PAC member's term will begin following verification by Student Services of the member's eligibility.

	Number of Parents/Guardians for At-Large	Number of Parents/Guardians for Eligible for free or reduced-price meal program ("FRPM")	Number of Parents/Guardians for English Learners	Number of Legal Guardians of Foster Youth	8th Grade Students	TOTAL
Anthony Traina	(1 + 1 alternate)					2
CHES	(1 + 1 alternate)					2
Jefferson	(1 + 1 alternate)					2
Monticello	(2 + 1 alternate)					2
Tom Hawkins	(1 + 1 alternate)					2
Student Services		(2)	(2)	(2)	(2)	8
				Total Number of members		18

Section C

<u>Terms of Membership:</u>

Members of the PAC include representatives and alternates. Representatives are members who have been elected by school site councils or appointed by the Board of Education to vote on issues pertinent to the PAC. Alternates are members but cannot vote unless seated by the PAC Secretary on a per-meeting basis.

Elections for PAC members and alternates by the school site councils will take place during the months of September or October, in consultation between the officers, and Student Services. Student Services will make a special effort to fill all representative seats in the FRMP, English Learner, and Foster Youth category.

Members will serve for term of two (2) years, with half of the Committee members' terms expiring on alternating years.

Section D

Rights and Guidelines:

Voting: Each representative and seated alternate is entitled to vote. Absentee ballots, secret ballots, and voting by proxy are not permitted. Individuals must be present to vote and be elected as a member, alternate or officer.

Members' actions must adhere to these: PAC Bylaws, JESD PAC Operating Norms and Code of Conduct (see Attachment B), and the *Prescribed Robert's Rules* (see Attachment C). Failure to adhere to these guidelines may result in termination or suspension from the PAC.

Individual PAC members may not claim to advocate on behalf of the PAC without authorization. No individual member may commit the PAC to any action or recommendation without approval from the PAC.

Section E

Alternates:

1. Representatives and alternates must be physically present in the meeting room to be counted during roll call.
2. Alternates will be seated 10 minutes after the scheduled meeting start time.
3. After 30 minutes, no alternate or representative may be seated.
4. Alternates who are seated will serve as official voting members for the duration of that meeting, regardless of whether the representative eventually arrives.
5. Alternates are not eligible to serve as officers.

Section F

Attendance:

1. Members must be present for a minimum of one (1) hour to be counted as present.
2. Any member arriving 30 or more minutes after the scheduled start time of the meeting will not be seated and will be recorded as absent for that meeting.
3. Representatives are allowed a total of (3) three absences from regularly scheduled meetings per membership year. A first warning letter will be issued to a representative after the second absence. A final warning letter will be issued to a representative after the third absence, per the terms of this section. In addition to the three absences allowed above, one (1) exception will be made for any member, on a case-by-case basis, for legitimate, documented reasons (*i.e.*, members who attend a District- or school-approved conference or any other event approved by the PAC, jury duty, surgery, military duty, or bereavement).
4. Only an elected PAC alternate is eligible to fill an elected representative vacancy.

Vacancy and Process for Local School-elected Representatives and Alternates:

A representative vacancy occurring during the year will be filled by an eligible PAC alternate in (the same category and school) for the remaining portion of the term. The alternate will be seated as a representative permanently at the next regularly scheduled meeting. If no alternates are available within that category for the school, the school's School Site Council will appoint a representative to fill vacant seats. Said appointment shall happen as soon as practicable, through consultation between Student Services administration, PAC officers, and the Superintendent.

Vacancy for Officers:

An officer vacancy occurring during the year shall be filled by election for the remaining portion of the term at the next regularly scheduled meeting except for the Chairperson and Secretary positions. The Chairperson position may be filled through succession only by the Vice Chairperson, and the Secretary position may be filled through succession only by the Assistant Secretary. Public notice must be provided and the item listed on the agenda. An officer position may not be assigned and is not transferable.

Resignation

A PAC member or officer may resign their position at any time but must do so by either submitting a signed letter of resignation or transmitting an e-mail message to Student Services.

ARTICLE V: TERMINATION

Section A

Any representative of PAC will be terminated automatically from the PAC when:

1. His/her child no longer attends the school or district which the parent was elected to represent.
2. His/her child is no longer in the category which the parent was elected to represent.

Section B

Representatives who are absent from four (2) regular meetings will be immediately notified of termination in writing. The representative will not be eligible for re-election to the PAC for a period of one (1) school year, not including the year in which the membership was terminated.

Section C

In the case of the graduation of the child or the loss of association with the category the member will lose membership and a(n) election/selection will be held to fill the vacancy.

Section D

A representative's PAC membership may be terminated by the PAC when he or she does not adhere to any one or more of the following:

1. These Bylaws, JESD PAC Operating Norms and Code of Conduct (see Attachment B), and the *Prescribed Robert's Rules* (see Attachment C).
2. The PAC's commitment to prohibit speaking or acting on behalf of the PAC without authority from the PAC or district.

ARTICLE VI: PAC OFFICERS

Section A

PAC officers will be elected during the Fall each year, and will serve a term of one (1) school year from the day elected until new officers are elected in Fall of the following school year.

Section B

A representative is eligible to be elected as an officer. An alternate may not serve as an officer.

Section C

All officers will be duly and democratically elected by a majority vote of the PAC membership. Nominees and voting members must be physically present at the election meeting. All attendance requirements in Article IV, Section F, will also apply to all officers.

Section D

A run-off election will be held between all candidates who received the two (2) largest number of votes when no one nominee receives a majority vote.

Section E

Newly elected officers will assume their positions upon the conclusion of officer elections.

Section F

All officers will be required to attend and complete an officer-training course presented by Student Services prior to the first regular PAC meeting following the election of officers in the membership year. This session will count toward an officer's attendance.

Section *G*

<u>PAC Officers</u>:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Assistant Secretary

5 Parliamentarian

Section H

Officers' Responsibilities:

PAC officers will become familiar with the content of these Bylaws, the Greene Act, the process of reviewing and providing comments on the LCAP, and relevant State and District regulations and guidelines, pertaining to the programs and services for the LCAP subgroups to assist with the following:

1. Plan the agenda with Student Services staff prior to all scheduled meetings and training sessions to recommend resources that will benefit the PAC membership.
2. Discuss and agree on the format and logical considerations of LCAP Comment-development meetings or other sessions
4. Ensure that LCAP comments are presented annually to the Board of Education

No officer shall participate in a closed-session, substantive meeting with any District employee or Board Member on the subject-matter jurisdiction of the PAC nor submit comments on the LCAP other than the comments generated in the review-and-comment sessions and ratified by the membership.

Section I

Officers' Duties:

1. The Chairperson shall:
    a. Be fair and impartial at all times.
    b. Preside over PAC meetings
    c. Announce to all members the date, time and place for the next agenda-planning meeting and all other PAC meetings
    d. Provide a draft of the LCAP Comment presentation to the Committee for discussion and feedback, prior to giving this presentation to the Board of Education
2. The Vice-Chairperson shall:
    a. Be fair and impartial at all times.
    b. Represent the Chairperson in his or her absence and perform additional assigned duties as prescribed by the Chairperson
    e. Be given the opportunity to serve as Chairperson through succession
3. The Secretary shall:
    a. Be fair and impartial at all times
    b. Keep minutes of all PAC meetings

c. Conduct roll call and determine whether a quorum has been established

e. Maintain a current attendance roster

4. The Assistant Secretary shall:

a. Be fair and impartial at all times

b. Assist the Secretary in keeping minutes of all PAC meetings.

c. Assist the Secretary in conducting roll call and determining whether a quorum has been established

d. Assist the Secretary in maintaining a current attendance roster

f. Be given the opportunity to serve as the Secretary through succession.

5. The Parliamentarian shall:

a. Be fair and impartial at all times

b. Announce the list of public speakers

c. Assist the Chairperson in ensuring compliance with these Bylaws and that parliamentary procedures are followed to assist the committee to complete the agenda of the day

d. Be knowledgeable about these Bylaws, parliamentary procedures, and the Greene Act.

e. Be allowed to vote, but not to make motions or participate in debate.

ARTICLE VII: MEETINGS

Section A

Schedule:

Student Services shall hold PAC regular meetings on the LCAP. PAC officers, in consultation with Student Services staff, may call additional trainings, elections, or meetings as needed.

Section B

Quorum:

1. A quorum shall be established with the presence of 50 percent plus one (1) (more than half) of all representatives currently serving on the PAC, including any alternates seated in the absence of elected representatives.

2. A quorum shall be established no later than 15 minutes after the scheduled meeting start time.

Section C

Location of Meetings:

Subject to Student Services approval, the PAC shall hold its regular meetings at the District office, or at a school or community facility with accessibility to the public, including persons with disabilities.

Section D

Meeting Open to the Public:

1. All meetings of the PAC shall be open to the public and operate under the Greene Act.
2. Notice of such meetings shall be provided in accordance with the Greene Act.
3. Members of the public may sign up for general public comment on a first-come, first-served basis, on the day of the meeting and up to 30 minutes prior to the scheduled start time of the meeting, at which time, no further sign-ups will be permitted. A maximum of five (5) public speakers will be heard. Two (2) minutes will be allotted per person.
4. Members of the public will have an opportunity to address the PAC. A maximum of three (3) public speakers will be heard for a maximum of one (1) minute each prior to any discussion on an agenda item, as specified on the agenda. Persons wishing to speak may sign up on the day of the meeting, and up to 30 minutes after, the scheduled start of the meeting, on a first-come, first-served basis.
5. Alternates are members of the Committee and may not speak during any public comment period on the agenda.

Section E

Meeting Agenda Notice:

Meeting agendas with date, time and location of the meeting must be publicly posted outside of the building in a plainly visible location, at least 72 hours before the scheduled meeting.

Section F

Meeting Presentation:

Student Services and officers, in consultation, may place review-and-comment sessions on the agenda for generating comments to the Superintendent on LCAP revisions or updates that are to be presented to the Board of Education. Non-seated alternates may participate and be included in the discussion of the topic presented. A quorum of representatives at the comment session must vote to approve those comments which are to be forwarded to the Superintendent.

PAC representatives must request the floor from the Chairperson or presiding officer before speaking. Representatives shall avoid repetition and shall limit their comments to matters within the subject-matter jurisdiction of the PAC as defined within the LCFF statute and under the limitations set forth in the Greene Act. The Chairperson or presiding officer has the ability to recognize or not recognize a member who wishes

to be given the floor, has the ability to determine that a member's comment is either "well taken" or "not well taken", and has the ability to accept or reject any privileged motion brought forth by a member. When one representative is speaking, other members shall not interrupt or otherwise disturb the speaker; however, time limits may be set by the Chairperson, as necessary, to ensure the maximum participation of all representatives.

Representatives may respectfully question a presenter addressing the PAC at the conclusion of the presenter's comments or as determined jointly by the presenter and the Chairperson or presiding officer. Members will treat each other, presenters and community members with respect and avoid making personal impertinent, slanderous or profane remarks to any member, staff or the general public and otherwise will adhere to the JESD PAC Operating Norms and Code of Conduct

When a meeting has been disrupted to the point that debate or other business cannot continue, the Chairperson or presiding officer may announce a recess for a specified period not to exceed 15 minutes, without the need for a motion. If the need arises, PCS staff will be called on to assist the Chairperson or presiding officer in restoring order.

ARTICLE IX: PARLIAMENTARY PROCEDURE

The listing of selected parliamentary procedure, as adapted from *Robert's Rules of Order, Newly Revised* and detailed in Attachment E below, shall guide the PAC in running the agenda for its meetings. Robert's Rules of Order are only a tool for conducting PAC business and are to be used to assist the Committee in fulfilling its agendized business in a timely and efficient manner. Robert's Rules of Order may not be used in any way that might disrupt, delay, confuse, or otherwise interfere with accomplishing PAC business in a timely and efficient manner. To the extent that these Bylaws are silent on any point of parliamentary procedure, then the controlling authority shall be the most recent edition of *Robert's Rules of Order, Newly Revised*.

ARTICLE X: AMENDMENTS

These Bylaws may only be amended and revised by the PAC at either a regular or special-call meeting. All proposed amendments or revisions must be submitted in writing and provided to the membership at least five (5) calendar days prior to the proposed action, and then approved by a two-thirds majority of voting members, excluding blank ballots and abstentions, provided that a quorum has been established**.**

ARTICLE XI: BYLAWS

Severability:

If any provision or provisions of these Bylaws shall be held to be invalid, illegal, unenforceable or in conflict with District policies, state and federal guidelines, or state and federal law, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

Approval:

These Bylaws are effective upon their approval by the PAC and the Administrator of PCS.

PAC Chairperson	Date
PAC Vice-Chairperson	Date
PAC Secretary	Date
PAC Assistant Secretary	Date
PAC Parliamentarian	Date
Student Services Administrator	Date

457 **ATTACHMENT A**

458 California Education Code language cited in Article I, "Authority"

459 Education Code sections cited in Article I, "Authority"

460 **Education Code Section 52060(a) On or before July 1, 2014, the governing board of each school district**
461 **shall adopt a local control and accountability plan using a template adopted by the state board.**

462 **Education Code 52062**(a) Before the governing board of a school district considers the adoption of a local
463 control and accountability plan or an annual update to the local control and accountability plan, all of the
464 following shall occur:

465 (1) The superintendent of the school district shall present the local control and accountability plan or annual
466 update to the local control and accountability plan to the parent advisory committee established pursuant to
467 Section 52063 for review and comment. The superintendent of the school district shall respond, in writing,
468 to comments received from the parent advisory committee.

469 **Education Code 52063**(a)(1) The governing board of a school district shall establish a parent advisory
470 committee to provide advice to the governing board of the school district and the superintendent of the
471 school district regarding the requirements of this article.

472 (2) A parent advisory committee shall include parents or legal guardians of pupils to whom one or more of
473 the definitions in Section 42238.01 apply.

474 (3) This subdivision shall not require the governing board of the school district to establish a new parent
475 advisory committee if the governing board of the school district already has established a parent advisory
476 committee that meets the requirements of this subdivision, including any committee established to meet
477 the requirements of the federal No Child Left Behind Act of 2001 (Public Law 107-110) pursuant to Section
478 1112 of Subpart 1 of Part A of Title I of that act. [Please note: The *No Child Left Behind Act* has been
479 replaced by the *Every Student Succeeds Act*.]

480 **Education Code 42238.01**

481 "Eligible for free or reduced-price meals" means determined to meet federal income eligibility criteria,
482 either through completing an application for the federal National School Lunch Program or eligible for free
483 or reduced-price meals under the federal National School Lunch Program, as described in Part 245 of Title 7
484 of the Code of Federal Regulations.

485 (b) "Foster youth" means any of the following:

486 (1) A child who is the subject of a petition filed pursuant to Section 300 of the Welfare and Institutions Code,
487 whether or not the child has been removed from his or her home by the juvenile court pursuant to Section
488 319 or 361 of the Welfare and Institutions Code.
489 (2) A child who is the subject of a petition filed pursuant to Section 602 of the Welfare and Institutions Code,
490 has been removed from his or her home by the juvenile court pursuant to Section 727 of the Welfare and
491 Institutions Code, and is in foster care as defined by subdivision (d) of Section 727.4 of the Welfare and
492 Institutions Code.
493 (3) A non-minor under the transition jurisdiction of the juvenile court, as described in Section 450 of the
494 Welfare and Institutions Code, who satisfies all of the following criteria:
495 (A) He or she has attained 18 years of age while under an order of foster care placement by the juvenile
496 court, and is not more than 19 years of age on or after January 1, 2012, not more than 20 years of age on or
497 after January 1, 2013, and not more than 21 years of age, on or after January 1, 2014, and as described in
498 Section 10103.5 of the Welfare and Institutions Code.
499 (B) He or she is in foster care under the placement and care responsibility of the county welfare department,
500 county probation department, Indian tribe, consortium of tribes, or tribal organization that entered into an
501 agreement pursuant to Section 10553.1 of the Welfare and Institutions Code.
502 (C) He or she is participating in a transitional independent living case plan pursuant to Section 475(8) of the
503 federal Social Security Act (42 U.S.C. Sec. 675), as contained in the federal Fostering Connections to Success
504 and Increasing Adoptions Act of 2008 (Public Law 110-351), as described in Section 11403 of the Welfare and
505 Institutions Code.
506 (c) "Pupils of limited English proficiency" means pupils who do not have the clearly developed English
507 language skills of comprehension, speaking, reading, and writing necessary to receive instruction only
508 in English at a level substantially equivalent to pupils of the same age or grade whose primary
509 language is English. "English learner" shall have the same meaning as provided for in subdivision (a)
510 of Section 306 and as "pupils of limited English proficiency."
511 **Education Code 56028.** (a) "Parent" means any of the following:
512 (1) A biological or adoptive parent of a child.
513 (2) A foster parent if the authority of the biological or adoptive parents to make educational decisions on the
514 child's behalf specifically has been limited by court order in accordance with Section 300.30(b)(1) or (2) of
515 Title 34 of the Code of Federal Regulations.

516 (3) A guardian generally authorized to act as the child's parent, or authorized to make educational decisions
517 for the child, including a responsible adult appointed for the child in accordance with Sections 361 and 726
518 of the Welfare and Institutions Code.
519 (4) An individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent,
520 or other relative, with whom the child lives, or an individual who is legally responsible for the child's welfare.
521 (5) A surrogate parent who has been appointed pursuant to Section 7579.5 or 7579.6 of the Government
522 Code, and in accordance with Section 300.519 of Title 34 of the Code of Federal Regulations and Section
523 1439(a)(5) of Title 20 of the United States Code.
524 (b) (1) Except as provided in paragraph (2), the biological or adoptive parent, when attempting to act as the
525 parent under this part and when more than one party is qualified under subdivision (a) to act as a parent,
526 shall be presumed to be the parent for purposes of this section unless the biological or adoptive parent does
527 not have legal authority to make educational decisions for the child.
528 (2) If a judicial decree or order identifies a specific person or persons under paragraphs (1) to (4), inclusive,
529 of subdivision (a) to act as the "parent" of a child or to make educational decisions on behalf of a child, then
530 that person or persons shall be determined to be the "parent" for purposes of this part, Article 1
531 (commencing with Section 48200) of Chapter 2 of Part 27 of Division 4 of Title 2, and Chapter 26.5
532 (commencing with Section 7570) of Division 7 of Title 1 of the Government Code, and Sections 361 and 726
533 of the Welfare and Institutions Code.
534 (c) "Parent" does not include the state or any political subdivision of government.
535 (d) "Parent" does not include a nonpublic, nonsectarian school or agency under contract with a local
536 educational agency for the provision of special education or designated instruction and services for a child.
537 (Amended by Stats. 2008, Ch. 223, Sec. 12. Effective January 1, 2009.)
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ATTACHMENT B

JESD PAC Operating Norms and Code of Conduct

I acknowledge that these JESD Operating Norms and Code of Conduct promote productive behavior among all members, guarantee the right of every person to express differing views and perspectives, and support the purpose and mission of the PAC. All members of the PAC are subject to these requirements. As such I will:

1. Keep students a priority in making decisions.
2. Listen attentively, speak respectfully and not interrupt each other.
3. Believe that we can agree to disagree and that there is more than one solution to a problem.
4. Abide by all District policies and procedures pertinent to the committee's purpose and to my role and responsibility as a member of the committee.
5. Come to every meeting on time, ready to perform the duties of the committee.
6. Refrain from slander.
7. Not use my role for personal benefit or financial gain.
8. Disclose a conflict of interest, whether personal or financial, and recuse myself from debate or voting when necessary.
9. Abide by California Open Meeting Law of the Greene Act, District policy, bylaws, and selected Robert's Rules of Order.
10. Remove District property from any District facility only when authorized to do so.
11. Confine my remarks to the issues discussed.

I will not disturb the assembly by doing any of the following:

1. Making personal or derogatory comments related to any person's ethnicity, race, sexual orientation, gender, age, disability, native language, immigration status or religion.
2. Engaging in name-calling, the use of profanity, or cursing.
3. Threatening or engaging in verbal or physical attacks on any individual or group.
4. Stall the deliberations or actions of the council or committee by encouraging unnecessary delays.

I understand and acknowledge receiving these Operating Norms and Code of Conduct as a member of the Parent Advisory Committee; and I understand that if I do not adhere to these Operating Norms and Code of Conduct, regardless of my signature below, District staff may suspend and/or terminate my membership on the committee.

School Name: _____

Member's Name, Printed:_____

Signature: _____ Date: _____

ATTACHMENT C

Prescribed Robert's Rules

Basic Rules:

- All members have equal rights, privileges, and obligations.
- Full and free discussion of all motions, reports, and other items of business is a right of all members.
- In doing business, the simplest and most direct procedure should be used.
- Only one motion can be considered at a time.
- A member may not make a motion or speak in debate until they have been recognized by the Chairperson, or the presiding officer, and subsequently obtained the floor.
- A member may speak a second time on the same motion if all other members have been given an opportunity to speak at least once on the same motion.
- Members must not attack or question the motives of other members. All remarks are addressed to the Chairperson or presiding officer. For instance, "Madam Chairperson, I would like to respond to the member's point," or, "Mr. Chairperson, I disagree with the member's position, because …"
- In voting, members have the right to always understand a motion before the committee and what affirmative and negative votes mean. (In other words, when voting, restate the motion to the committee and clarify what a positive or negative vote means.)

Terms and Process for Transacting Business:

Quorum

A quorum, 50% plus 1 of the entire membership (more than half), is the minimum number of members who must be present at a meeting for business to be legally transacted.

Obtaining the Floor

Before a member in a committee can make a motion or speak in debate, he or she must obtain the floor; that is, the member must be recognized by the Chairperson or presiding officer as having the exclusive right to be heard at that time. If two or more members rise to seek recognition at the same time, the Chairperson or presiding officer will recognize them in an orderly manner.

Introducing Business (Making Motions)

Business may be introduced by an individual member in the form of a motion. This is how new ideas or suggestions are made during a meeting. A member must first obtain the floor, and then begin their motion by saying, "I, (member name), move that we …" Avoiding saying, "I make a motion that …" or "I want to make a motion that …"

Seconding a Motion

After a motion has been made by one member, another member, without obtaining the floor, may second the motion. To *second the motion* merely implies that the seconding member agrees that the motion should come before the committee and not that he or she necessarily favors the motion. To second the motion, merely say, "I (member name) second." There is no need to repeat the motion, either in full or in part.

Placing a Motion Before the Committee

After a motion has been made and seconded, the Chairperson or presiding officer repeats the motion verbatim, thus placing it before the committee for debate and then for action. After the motion has been restated by the Chairperson or presiding officer, it is officially before the committee and must be dealt with appropriately (*e.g.*, adopted, rejected, or postponed).

Debate

When a motion is on the floor for debate, the Chairperson or presiding officer will only recognize three members in support and three in opposition of the motion. While debate is in progress, amendments can be introduced, and either accepted or rejected by a vote. No member may speak twice on the same motion at the same meeting if any other member who has not spoken on the motion desires to do so. A member who has spoken twice on a particular question in the same meeting has exhausted his or her right to debate that question for that meeting. During debate, no member can attack or question the motives of another member. Members will be found *out of order* if they attempt to make comments during debate which are unrelated to the motion on the floor. The maker of a motion, although allowed to vote against it, is not allowed to speak against it. Up to three members may speak in support of a motion, along with up to three members in opposition, at the discretion of the Chairperson or presiding officer.

Amendments

Once a motion has been restated by the Chairperson or presiding officer, the maker has the right to modify his or her motion or rescind it entirely after it has been restated by the Chairperson. To do so, the seconder must first rescind their second, and then the maker must rescind their motion. At this point, the motion is no longer on the floor.

There are four ways to amend a motion, as follows:

1. Add words, phrases, or sentences
2. Strike words, phrases, or sentences
3. Strike and add words, phrases, or sentences
4. Substitute whole paragraphs or an entire text

Only one amendment may be pending on a main motion at any time. Discussion of an amendment must relate only to that amendment unless the whole motion is involved by substitution. An amendment must be relevant to the motion under consideration.

Voting

The Parliamentarian can vote, but not make motions or participate in debate. The presiding officer of the committee can vote as any other member does. The presiding officer can, but is not obliged to, vote after all other members have voted, especially whenever his or her vote will affect the result since he or she can either break or create a tie. A simple majority (more than half of the votes cast by persons legally entitled to vote, excluding blank ballots and abstentions) decide a matter.

Types of Votes

A member may cast one of three votes:

a. Yes or “Aye”: in support of, or agreeing with, the motion
b. No or “Nay”: in opposition to, or disagreeing with, the motion
c. Abstain: When a member abstains, they indicate that they neither support nor oppose the motion. An abstention is not counted in determining whether a simple majority or a two-thirds majority has been attained in order to adopt a motion, depending on the specific motion then on the floor.

Announcing a Vote

In announcing the vote on a motion, the Chairperson or presiding officer should:

a. Report on the voting itself, stating which side has prevailed.
b. Declare that the motion either is adopted or has failed.

Adjournment

A motion to adjourn may be made by any member. It may be made during the consideration of other business, although it may not interrupt a speaker or the committee when engaged in voting or verifying a vote. When it appears that there is no further business to be brought before the committee, the Chairperson or presiding officer, instead of waiting for a motion, may simply adjourn the meeting. If during a meeting, a *motion to extend time* is not made, at the agendized ending time, the meeting is automatically adjourned. No motion, second, or vote is needed.

Recess

When a meeting has been disrupted to the point that debate or other business cannot continue, the Chairperson or presiding officer may announce a recess for a specified period not to exceed 15 minutes, without the need for a motion.

Summary of Steps to Handle a Motion:

1. A member addresses the presiding officer.
2. The presiding officer recognizes the member.
3. The member states the motion.

4. Another member seconds the motion.
5. The presiding officer restates the motion, thus placing it before the committee for consideration.
6. The committee may discuss the motion if it is debatable and amend the motion if it is amendable.
7. The presiding officer calls for a vote.
8. The presiding officer announces the results.

Basic Parliamentary Terms

- Addressing the Chairperson: Getting the Chairperson's attention by saying, "Madam Chairwoman," or "Mr. Chairman."
- Agenda: Order of business; program of the meeting
- Ad Hoc Subcommittee: A subcommittee established for a specific purpose and for a limited time.
- Ballots: Slips of paper for voting
- Carried: Passed or adopted; used in referring to affirmative action on a motion.
- Chairperson: the chair, chairman, chairwoman. When presides over; called the presiding officer.
- Convene: To open a session.
- Election by Acclamation: Election by unanimous consent; used when only one person has been nominated for an office.
- Having the Floor: Having been recognized by the Chairperson to speak.
- Majority: More than half of the votes cast by persons legally entitled to vote, excluding abstentions.
- Minutes: Written records of business transacted.
- Motion: A proposal by a member, in a meeting, that the committee take a particular action.
- Nominate: To propose an individual for office.
- Obtaining the Floor: Securing permission to speak.
- Orders of the Day: Calling for an end to discussion or debate and returning to the order of business prescribed in the agenda.
- Parliamentarian: Adviser to the presiding officer on parliamentary procedure.
- Pending Question: A motion awaiting decision.
- Point of Information: Request for information concerning a motion.
- Point of Order: A query in a formal debate or meeting as to whether correct procedure is being followed.
- Previous Question: Motion which, if adopted, orders an immediate vote.
- Recess: A short intermission.
- Recognize: To allow someone to obtain the floor to speak.
- Roll Call Vote: A procedure by which the vote of each member is formally recorded in the minutes.
  Second: To indicate support for consideration of a motion by saying, "I second the motion."
- Unanimous (or General) Consent: A means of acting on a motion without a formal vote. When a presiding officer perceives that there is little or no opposition to a motion before the committee, business can often be expedited by the Chairperson's simply calling for objections, if any. If no

807 objection is heard, the motion is adopted; if even one member objects, the motion is brought to a
808 formal vote by the usual procedure. This is not applicable in meetings held via teleconference.