

PARKLAND SCHOOL DISTRICT
COMMUNITY ADVISORY COUNCIL BYLAWS

ARTICLE I

NAME AND OBJECTIVES

- Section 1:** The name of this organization shall be Parkland School District Community Advisory Council (CAC).
- Section 2:** This organization is established in response to the resolution passed by the Parkland School Board on August 26, 1975. The major objective of the council shall be the improvement of school-community relations and participation in the study, discussion and formulation of recommendations relative to various aspects of educational planning for the district.
- Section 3:** This organization should represent a balance from the community-at-large, parent representation for each district building and high school students.

ARTICLE II

MEMBERSHIP

- Section 1:** The membership shall consist of a maximum of twenty-four (24) interested residents of the Parkland School District. A resident being designated by having resided within the Parkland School District boundaries one year prior to application to the CAC and remain a resident during his/her term of membership.
- Section 2:**
- A. The term of membership, regardless of month of election to membership, shall be three (3) years, with expiration being May of the third year, with at least one-third (1/3) of the members being elected annually by the council, in a closed election, not to exceed two (2) successive three (3) year terms. A member who has completed two (2) successive three (3) year terms could be appointed by the president to fill a vacancy until the next election, at which time the individual may be a candidate for another three (3) year term.

B. Members are expected to attend council meetings regularly. All members shall notify an officer, or the assistant superintendent's office of absences with cause. The membership chairperson shall review a member absent from three (3) meetings in a school year, without cause. The membership chairperson shall review a member absent from five (5) meetings in a school year.

Section 3: Any resignation shall be submitted in writing to the president/co-presidents. Vacancies shall be filled through appointment by the president/co-presidents with approval of the majority of the members present. Said appointee shall serve until the next regular election, at which time an individual shall be elected to serve the unexpired term.

Section 4: The election of members shall be by the majority of those present at the May meeting, with the term beginning at the close of the May meeting.

Section 5: All administrative personnel and the board liaison shall serve the council only in an advisory capacity.

ARTICLE III

OFFICERS

Section 1: The officers shall consist of a president and/or co-presidents, vice-president and secretary. The term of office shall begin at the close of the May meeting and continue for one (1) year.

Section 2: Duties of the officers shall include:

A. President and/or co-presidents shall:

- 1) Preside at all council meetings.
- 2) Call special meetings.
- 3) Appoint all committees.
- 4) Make appointments to fill vacancies.
- 5) Establish ad hoc committees as needed.
- 6) Prepare and forward the monthly agenda to the assistant superintendent's office one (1) week prior to mailing.
- 7) Serve ex-officio on all committees.
- 8) Have the privilege of voting.

B. Vice President shall:

- 1) Preside in the absence of the president/co-presidents.
- 2) Succeed to the presidency in the event of the president's resignation or inability to serve and shall retain the office until the next election.
- 3) Assume any duties assigned by the president.
- 4) Serve as parliamentarian.

C. Secretary shall:

- 1) Record and forward the minutes of all council meetings to the assistant superintendent's office one (1) week prior to meeting.
- 2) Communicate, in writing, all recommendations to the superintendent of schools or his/her designee.
- 3) If the secretary is unable to attend a meeting, an officer shall appoint someone to fill in.

Section 3: Election of officers:

- A. Following the April meeting, the nominating committee shall prepare a slate of officers which shall be forwarded, in writing, to council members at least one (1) week prior to the May meeting. No nominations will be accepted without the nominees' prior consent to serve.
- B. Voting shall be done at the May meeting with officers elected by a majority of those present.
- C. Voting shall be by closed ballot.
- D. Chairperson of the nominating committee shall be the judge of elections.
- E. Ties shall be broken with a run-off between those receiving the highest number of votes.
- F. Election shall proceed with the nomination and election of a president/co-presidents, nomination and election of a vice-president, nomination and election of a secretary.

ARTICLE IV

COMMITTEES

Section 1: Standing committees shall be:

- A. Membership - appointed by the president/co-presidents.
- B. Nominating - consists of three (3) members appointed by the president/co presidents.

Section 2: Duties and Responsibilities:

A. Membership Chairperson and Committee

1) Membership Chairperson

- a) Shall maintain membership records with the responsibility to notify a member two (2) months prior to the expiration of term and notify the president/co-presidents of the member's intention to seek another term.
- b) Shall compile and maintain an accurate list, including pertinent information, of all residents interested in serving on the council.
- c) Upon request, shall submit to the president/co-presidents the names of persons qualified to fill any council vacancy.

2) Membership Committee

- a) Consists of membership chairperson, vice-president and a president/co-presidents appointed CAC member.
- b) Shall support the membership chairperson in compiling and maintaining membership information

B. Nominating Committee:

1) Method of election

- a) Committee shall consist of three (3) members, not seeking nomination, appointed by the president/co-presidents any meeting prior to April providing the entire membership has been notified.
- b) Nominations for the committee will be accepted from the floor.

- c) In the event there are more than three (3) candidates, voting shall be by closed ballot with the three (3) individuals receiving the most votes elected.

2) Responsibilities:

- a) Shall secure at least one (1) candidate for each executive office.
- b) Shall proceed in accordance with Article III, Section 3, Sub-section A.

Section 3: Non-members of council may serve on a committee providing the majority of the committee consists of council members.

ARTICLE V

MEETINGS

Section 1: All meetings shall be scheduled for place and time to meet the needs of the council. General meetings shall be held the third (3rd) Thursday of the month no less than six (6) times a year. Specific meetings may be added or canceled by a majority vote at the preceding meetings, or by a majority of the council upon special request to the president.

Section 2: A quorum of 1/3 of the current membership shall be required at each meeting of the Community Advisory Council.

Section 3: All decisions of the council shall be by a quorum of 1 more than half (1/2) the membership present with the president/co-presidents casting the tie-breaking vote.

Section 4: Any member who wishes to place an item on the agenda shall present the item to the president at least one (1) week prior to the scheduled meeting.

Section 5: Meetings shall be conducted according to Robert's Rules of Order, but all rules are superseded by council bylaws.

Section 6: Meetings shall be an hour and a half in length. If there is a need for additional time, a vote shall be taken to extend the meeting.

ARTICLE VI

RELATIONSHIP TO PARKLAND SCHOOL BOARD

- Section 1:** The superintendent and/or his or her designee(s) shall serve the council only in an advisory capacity.
- Section 2:** It shall be the function of the Parkland Board Liaison of CAC to communicate to the Parkland School Board the activities of the council and to communicate to the council any tasks the board may assign. The Assistant Superintendent shall serve as the administrative liaison to the council.
- Section 3:** Specific recommendations formulated and approved by the council shall be submitted in writing to the superintendent. The superintendent shall forward the council's recommendation to the appropriate board committee with a recommendation for appropriate action. A copy of the superintendent's recommendation shall be sent to the council president. A request shall be made that a member of the council shall be present at the time council's recommendation is made to the proper committee of the school board.
- Section 4:** A representative of the council shall periodically review the progress of the organization and its recommendations with the superintendent, the superintendent's designee(s), and/or the Parkland School Board as deemed appropriate.

ARTICLE VII

AMENDMENTS

- Section 1:** These bylaws may be amended or revised by a three-fourths (3/4) vote of the members present at any regular meeting, provided the amendment was submitted in writing two weeks prior to the regular meeting.

Official bylaws 10/1/95
Revised 5/20/04

Interested parties or those with questions can contact:

Parkland School District
Dr. Daniel A. Novey
Assistant Superintendent
1210 Springhouse Road
Allentown, PA 18104
610 351-5505 fax 610 351-5508