

# **BYLAWS of Osseo Area Schools Legislative Action Committee**

## **ARTICLE I: LEGISLATIVE ACTION COMMITTEE**

The name of this Committee shall be the Osseo Area Schools Legislative Action Committee (LAC). These bylaws pertain to this LAC body.

## **ARTICLE II: PURPOSE**

The purpose of the LAC is to assist the Osseo School Board (Board) in advocacy for education-related legislation. The LAC coordinates these advocacy efforts throughout the District by developing, proposing, and advocating for legislative positions designed to advance the cause of good schools in Osseo Area Schools' communities and Minnesota. The LAC exists by Board Resolution and its activities are subject to Board approval.

To fulfill this purpose, the LAC's activities may include, but will not be limited to, the following: soliciting information on legislative activity that might affect the District; developing positions and priorities, including an annual legislative platform; proposing positions and priorities to the Board for approval; developing a work plan for advocacy of the approved positions; communicating to the Board on a regular basis as to the progress of the LAC's work; and advocating at the local, state, and federal level those positions identified by the LAC and approved by the Board.

## **ARTICLE III: POLICIES**

- A. All LAC reports, findings, and recommendations are available to the public on the district website.
- B. The LAC will carry out responsibilities as outlined in the LAC Guidelines on Membership and Conduct.
- C. The LAC will ensure that all LAC meetings are open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by the Open Meeting Law.

## **ARTICLE IV: MEMBERSHIP**

- A. The LAC will be composed of the following members: 2 School Board members, up to 8 community members, Executive Director of Finance and Operations, General Counsel, Director of Community Relations, Legislative Liaison, and up to 4 students.
- B. Community members of the LAC will be selected by District administration through an annual open application process that attempts to develop a group that reflects the diversity of our families in Osseo Area Schools.
- C. All LAC members shall abide by the LAC Policy on Membership and Conduct, which is part of these bylaws. All members of the LAC must annually sign the Guidelines on Membership and Conduct.

## **ARTICLE V: OFFICES AND DUTIES**

### A. Co–Chairpersons:

1. With assistance from school administration, develop meeting agenda, preside over meetings, carry out meeting agendas, assign legislative buddies, present LAC reports to the Board, communicate on behalf of the LAC for activities such as presentations to elected officials, legislative bodies, or the media, and generally oversee the activities of the LAC in representing the District and Board in advocacy efforts.
2. One Co–Chair will be a designated School Board member to the LAC. The other Co–Chair will be a community member. The School Board member designee serves at the discretion of the School Board.

### B. Legislative Liaison:

Responsible for coordinating, scheduling and preparing materials for all meetings, events and presentations to the Board, District leadership, legislators and the community. Maintain all communications on behalf of the LAC including written and social media; create and maintain working relationships with District leadership, legislators and their assistants, and other advocacy groups.

### C. School Liaison (optional)

LAC School Liaisons are volunteers who facilitate advocacy efforts at the District’s school sites. The LAC Co-chairpersons will recruit, educate, and train School Liaisons on education issues, positions and priorities of the LAC and effective advocacy efforts. LAC Co-chairpersons will collaborate with School Liaisons in planning and carrying out site advocacy events with support from the LAC, solicit School Liaisons to assist in the advocacy plan of the LAC including visits to the Capitol, generally oversee the activities of the LAC School Liaisons and represent the Osseo Area Schools in its advocacy efforts, and communicate on behalf of the School Liaisons to the LAC when appropriate.

## **ARTICLE VI: MEETINGS and EXPECTATIONS**

### A. The LAC strives to meet once every month throughout the school year. The Co–Chairs may call special meetings, as necessary, to deal with such items as platform development or meetings with legislators. In addition to regular LAC meetings, members should expect to attend:

1. The School Board meeting presenting the LAC platform recommendation to the Board.
2. The annual Legislative Breakfast where the platform is presented to state legislators representing the District.
3. Other functions such as legislative candidate forums or advocacy events sponsored by the LAC.

### B. Attempts shall be made to reach consensus in establishing advocacy positions. For procedural issues and where consensus cannot be reached, simple majority will prevail.

### C. LAC members will prepare for each meeting by reviewing the meeting minutes or agenda materials prior to each meeting, and they will keep abreast of local, state, and federal public education issues.

### D. LAC members will be expected to attend LAC meetings, meetings with District legislators and meetings at the Capitol, and other advocacy events sponsored by the LAC. Members should be

prepared to attend at least one Education Committee hearing in either legislative body or legislative floor debate on a public education bill. In certain instances, an LAC member may be called upon to testify on behalf of the Osseo Area Schools at legislative committee hearings.

- E. Once the LAC has established its positions and priorities for the year, each LAC member will agree to have his/her name included, as a member of the LAC, in any communications pertaining to those positions and priorities that are sent out on behalf of the LAC including letters-to-the-editor and letters to legislators or other elected officials. Any such communications shall be approved by the LAC.
- F. Each LAC member must uphold and support the views established by the LAC and approved by the School Board when communicating as a member of the LAC.
- G. Members are asked to contact the Legislative Liaison or Co-Chairs if unable to attend a meeting or event.

#### **ARTICLE VII: AMENDMENTS**

Subject to approval by the Osseo School Board, these bylaws may be amended at any meeting of the LAC by a majority vote of all of the members present, provided a written or electronic notice of the proposed amendment shall have been sent to all members at least 7 days in advance.

## **LAC Guidelines on Membership and Conduct**

1. The LAC welcomes members of all backgrounds and identities. This includes but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.
2. Attempts will be made to have committee membership reflect the demographic profile of the Osseo School District (District). All members will either live in the District or have family members enrolled in Osseo Area Schools.
3. The LAC will strive to solicit members from the early childhood programs, special education programs, elementary, junior high and senior high school as well as the community at large. It is also important that the LAC have representatives from each of the state legislative districts that cover the District.
4. The LAC will include at least one, and up to two Osseo School Board members appointed by the School Board.
5. LAC members must have a commitment to the Osseo Area Schools' mission and the legislative positions adopted by the LAC and the Osseo School Board.
6. LAC members must be interested in the legislative process, grassroots advocacy, have good communication skills, be willing to compromise and work well with other members.
7. The LAC shall be noncommercial and nonpartisan. To maintain the non-partisan integrity of the LAC, any member who has filed or is a declared candidate for partisan office, or becomes a partisan office holder, or works as paid staff for a partisan campaign or partisan office holder must resign from the LAC.
8. As a representative of the Osseo Area Schools and the Osseo School Board, the LAC and its members must maintain a high level of professional conduct, including confidentiality, objectivity, respectful dialogue, and professional behavior.
9. All members of the LAC must sign the Guidelines on Membership and Conduct annually.
10. The LAC Co-Chairs retain the authority to deny or dismiss LAC membership to those persons who are in violation of the LAC Guidelines on Membership and Conduct, the School Board policies, the policy and mission of the District and the LAC Bylaws.