

# **HOCKINSON SCHOOL DISTRICT CITIZENS ADVISORY COMMITTEE BY-LAWS**

The Board of Directors is legally responsible for the operation of the schools in the Hockinson School District. The Citizens Advisory Committee is organized for the purpose of keeping the Board thoroughly informed on community needs and also to inform the community of school needs. The advisory committee is a recommending body, and has no legal authority. The Board of Directors is aware that a good school program can be developed if citizens in the community contribute their suggestions as a result of a planned study of problems as indicated by the Board.

## **ARTICLE I.**

1. Name of the Organization:

Citizens Advisory Committee, Hockinson School District No. 98

2. Length of Service:

At the discretion of the Board of Directors

## **ARTICLE II.**

Objectives:

1. To assist the Board of Directors in arriving at a long-range educational plan for School District No. 98.
2. To have all thinking and action aimed at what is best for our children and our community.
3. To assist in collection of data, public ideas and sentiment and in giving suggestions for proper educational planning as requested or directed by the Board of Directors or Superintendent.
4. To consider ideas and suggestions presented to the Citizens Advisory Committee by the Board of Directors and/or Superintendent's Office or interested citizens of the school district.

## **ARTICLE III.**

Powers:

1. Appoint committees and designate the responsibilities of these committees.
2. Select officers and agents and prescribe their responsibility.
3. Adopt by-laws and rules for internal management.

4. Accept assignments from the Board of Directors.
5. Make studies and gather and disseminate information.
6. Hold regular meetings open to the public.
7. To do such other acts as may be necessary and proper to achieve the objectives.
8. Nothing herein contained shall be construed as creating any legal authority on the part of this committee or the members thereof to perform any of the duties or functions delegated by the law to the Board of Directors of the Hockinson School District No. 98; and no committee or representative thereof shall represent to any person or body that the committee or any group or individual of this committee has such authority or represents any policy to be that of said Board of Directors, without first having obtained the written consent of the Board of Directors for such representation.

#### **ARTICLE IV.**

Policies:

1. The advisory committee is a recommending body and has no legal authority.
2. This organization shall not seek to direct the administrative activities of the school or to control its policies.
3. To have all thinking and action aimed at what is best for our children and our community.
4. (Publicity) News releases shall be released through the Board of Directors or its spokesperson.

#### **ARTICLE V.**

Membership:

1. Membership shall consist of a representative cross section of 15-20 interested residents (i.e. may include parents, senior citizens, business representatives, community members, staff members, students) of the school district who have been appointed to the advisory committee by the School Board.
2. The Superintendent of the district or his/her delegated representatives and members of the Board of Directors shall serve as ex officio members of the advisory committee.
3. Potential members will be identified using all of the following methods:
  - a. Recommendations from building parent groups;
  - b. Individuals who indicate an interest on their own via building sign-up sheet or by application at the District's request; and
  - c. Recommendations from principals.

4. Membership on the advisory committee shall be for a two-year period or at the discretion of the School Board.
5. Members of the advisory committee may be re-nominated upon the expiration of their original term.
6. This organization shall be noncommercial, nonsectarian, and non-partisan.
7. If a member has unexcused absences over a period of two months, the chair will talk with that member about whether or not his/her membership should continue.
8. Resignations or withdrawals from the advisory committee must be in writing and directed to the School Board.
9. Members can be added as needed.

#### **ARTICLE VI.**

Officers:

1. The officers shall be a chairman and a vice-chairman who will serve for one year.
2. The Superintendent or his/her delegated representative shall serve as secretary ex officio.
3. Officers shall be nominated from the floor at the May meeting of the advisory committee.
4. Officers for the coming school year shall be elected at the last meeting of the current school year.

#### **ARTICLE VII.**

Duties:

1. The chairman shall preside at all meetings, but in his/her absence, the vice-chairman shall preside and will report to the Board as needed.
2. The secretary ex officio shall keep records of all meetings of the advisory committee and shall provide members with minutes of these meetings.
3. Background information requested for committee meetings shall be supplied by the secretary ex officio.

#### **ARTICLE VIII.**

Meetings:

1. Meetings may be set by a majority vote of the committee or at the call of the chairman or Superintendent.

2. A summer recess may be voted by a majority of the members.

#### **ARTICLE IX.**

##### Sub-Committees:

1. Sub-committees may be appointed by the advisory committee chairman and an advisory committee member shall act as chairman of each sub-committee.
2. Sub-committees shall serve at the discretion of the advisory committee.
3. All recommendations to the Board of Directors shall be in writing and/or delivered orally by the committee chair and will be approved by a majority of the advisory committee.
4. Members of the Board of Directors shall be ex officio members of all sub-committees.

#### **ARTICLE X.**

##### Amendments to By-Laws:

1. These by-laws may be amended at any regular meeting of the Citizens Advisory Committee by a majority of all members of the advisory committee subject to the approval of the Board of Directors.
2. The Board of Directors shall be informed in writing of all recommended by-laws and amendments.

#### **ARTICLE XI.**

##### Rules of Order:

1. Where not otherwise herein provided and when not inconsistent herein, Robert's Rules of Order shall govern this committee and all other sub-groups of this organization.
2. Residents of the school district who have suggestions and recommendations to the advisory committee shall present these in writing.
3. All recommendations to the School Board shall be in writing and/or delivered in oral report form by the committee chair and will be approved by a majority of the advisory committee.
4. Minority reports to the Board must be in written form or delivered by oral report to the Board.