

ALASKA NATIVE EDUCATION

PARENT ADVISORY COMMITTEE

BYLAWS



FAIRBANKS NORTH STAR BOROUGH

SCHOOL DISTRICT

AUGUST 2019

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of the
Alaska Native Education Parent Advisory Committee

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**Bylaws
of the
Alaska Native Education Parent Advisory Committee**

ARTICLE I

NAME & PURPOSE OF COMMITTEE

The name of this committee shall be the Alaska Native Education Parent Advisory Committee (ANE PAC) for Title VI Indian Education. This is in compliance with federal guidelines and regulations under Regulation 45 CFR, Part 186. Every Student Succeeds Act (ESSA) Section 6114(c)(4).

The purpose of the Alaska Native Education Parent Advisory Committee for Indian Education, Title VI shall be to advise the district in the following areas:

1. Development of programs specifically designed to meet the education and culturally related needs of Alaska Native and American Indian children.
2. Implementation of the program under Title VI including determining needs assessment, priority determination for meeting such needs, and evaluation of programs related to Alaska Native and American Indian education achievements.

ARTICLE II

MEMBERSHIP

SECTION 1: COMPOSITION OF PARENT ADVISORY COMMITTEE (PAC)

The parent advisory committee shall be composed of:

- 5 parents/guardians of Alaska Native/American Indian students/grandparents
- 1 teacher of the School District
- 1 Elder
- 2 tribal representatives- a parent from a tribe within a 50 mile radius from school
- 1 7th – 12th grade student representative
- 10 total

Composition of the committee shall have more than half of the committee comprised of parents or guardians of Alaska Native or American Indian children to be served; a teacher; an Elder, 2 tribal representatives or community representative from the community; and an Alaska Native or American Indian 7 – 12th grade student.

A parent or guardian is any person who on the date of an election for committee membership is the parent or person acting as parent (in loco parentis) of an Alaska Native or American Indian student currently enrolled in the Fairbanks North Star Borough School District.

The teacher may not be employed in the Alaska Native Education program, and could be non-Native.

The Elder includes those of Alaska Native or American Indian heritage and will be responsible for advising the ANE PAC on any activities relating to local issues and concerns with Alaska Native Education.

No member of the ANE PAC may be hired for a position in the Indian Education, Title VI program without prior resignation from the committee.

No member of the committee may participate in any ANE PAC actions related to the hiring process when a member of his or her immediate family is an applicant.

SECTION 2: SELECTION OF MEMBERS

Member nominations and selections shall be based upon demonstrated interest and concern for the education of Alaska Natives and American Indians to be served by the Indian Education, Title VI program.

Members will be elected as the first order of business at an annual Alaska Native Education Parent Advisory Committee Election. Additional members may be voted in during a regular meeting as needed to fill vacancies.

Persons interested in serving on the PAC may be nominated for membership. The nominee must be present and accept nomination. All nominated individuals will be asked to give a short introductory speech, limited to three minutes, before the final vote is taken. The Alaska Native Education Director shall monitor the nomination and election process. Voting shall be conducted as secret ballots. No proxy votes shall be counted. Ballots will be distributed to individuals present age 18 or older. Ballots will be counted in private. Names of the newly elected members will be announced immediately following the final count.

Each newly elected ANE PAC member shall receive a copy of the current bylaws and summary/overview of *Robert's Rules of Order* via email or in person at the election no later than at the first regular meeting of the committee following the election. www.robertsrules.com and www.robertsrules.org

SECTION 3: TERM OF MEMBERSHIP

All members are elected to serve a two-year term, with the exception of teachers and students, may serve 1 year terms. A member may serve additional consecutive two-year terms if he or she so desires and still meets the requirements in Article II, Section 1. Terms of office shall be staggered.

ELDER REPRESENTATIVE SELECTION

Elders may nominate him or herself to be the elder representative by submitting a letter of interest to the PAC. The ANE PAC will note on the nomination at a regular meeting by consensus. The elder representative is responsible for advising the PAC on issues pertaining to Alaska Native and Native American students. When motions are made during PAC meetings the elder representative shall provide their vote first in an advisory capacity.

STUDENT REPRESENTATIVE SELECTION

A student who is enrolled in the Title VI Indian Education Program and is in the 7th to 12th grade may nominate him or herself to be the student representative by submitting a letter of interest with the signature of the school personnel who supports the student's nomination. The documents should be submitted by the end of the first quarter of the school year. The ANE PAC will vote on the nomination at a regular meeting by consensus. The student may serve additional terms, if the student continues to meet the aforementioned requirements. The student representative position is responsible for advising the PAC on issues pertaining to Alaska Native and Native American students. When motions are made during PAC meetings, the student representative shall provide their vote after the elder votes, both in an advisory capacity.

TRIBAL REPRESENTATIVE SELECTION

A tribal member may be nominated by a tribe or tribal organization to be one of the tribal representatives by submitting a letter .

TEACHER REPRESENTATIVE SELECTION

A teacher may nominate him or herself to be the teacher representative by submitting a letter of interest to the PAC. The ANE PAC will vote on the nomination at a regular meeting by consensus.

SECTION 4: VOTING RIGHTS

Each voting member shall be entitled to one vote, which may be cast on each matter submitted to a vote of the ANE PAC.

SECTION 5: TERMINATION OF MEMBERSHIP

Membership may be terminated if the member has unexcused absences from three consecutive meetings as recorded by the secretary. Determination will be made by the committee. The terminated member will be notified.

SECTION 6: TRANSFER OF MEMBERSHIP

Membership in the committee is not transferable or assignable.

SECTION 7: MEMBERSHIP RESIGNATION

A member wishing to resign prior to the end of his or her term shall submit a written resignation to the Director of the Alaska Native Education Program.

SECTION 8: VACANCY

A vacancy will be filled by anyone who fits the membership category, and the committee will vote on new member during a regular meeting to serve the unexpired term.

ARTICLE III

MEETINGS

SECTION 1: REGULAR MEETINGS

The ANE PAC shall meet based off a calendar set at the first meeting of the year.

SECTION 2: SPECIAL MEETINGS

Special meetings shall be called by the ANE Director. All members shall be notified. Notice of any special meetings must be recorded by the secretary. Meeting minutes shall be distributed at the next regularly scheduled meeting.

SECTION 3: PLACE OF MEETINGS

The committee shall hold its regular monthly meeting and special meetings in a facility provided by the school district or a facility agreeable to the committee.

SECTION 4: NOTICE OF MEETINGS

Regular meetings shall be announced in writing and state the day, hour, location, and agenda of the meetings, and shall be sent by email and/or fax to each committee member not less than seven days before the date of such meeting. If possible, each meeting shall be announced in the program's newsletter, school newsletters, or on the school district website.

SECTION 5: QUORUM

A simple majority of current voting members shall be required in order to constitute a quorum necessary for the transaction of administrative business of the committee.

Any committee member may participate by telephone or video conference if unable to be physically present due to illness, travel, or personal emergency with appropriate public notice required by the Open Meetings Act (AS 44.62.310).

SECTION 6: CONDUCT OF MEETINGS

All regular and special meetings of the committee shall be conducted in accordance with *Robert's Rules of Order*.

SECTION 7: OPEN MEETINGS

All regular meetings of the committee shall be open at all times to representatives from the school district and to members of the public.

SECTION 8: AGENDA

The agenda for each meeting shall be prepared by the Alaska Native Education Director. The ANE PAC members are encouraged to submit agenda items. An item may be placed on the agenda by contacting the ANE Director at least seven working days prior to the date of the regular meeting. The agenda will be distributed on the Alaska Native Education page of the school district's website, and emailed and/or faxed to committee members and interested organizations in the community.

SECTION 9: COMMUNITY PARTICIPATION

At each regular meeting, the ANE PAC shall provide the opportunity for public comment, three minutes per individual up to a total of twenty minutes. A public record of the comments shall be summarized in the minutes.

SECTION 10: CONFLICT OF INTEREST

Conflict of interest issues is the responsibility of the school district and shall adhere to the guidelines in the Federal Register Volume 45 No. 100 Rules and Regulations Paragraph 186(a)42.

ARTICLE V

SUBCOMMITTEES

SECTION 1: SUBCOMMITTEE FORMATION

The committee shall create subcommittees as may be required to promote its objectives. Subcommittees of the committee may be either standing or ad hoc. Standing subcommittees may include: (1) Planning and Evaluation, (2) Hiring, (3) Scholarships, (4) Parent Involvement/Outreach, (5) Fundraising, and (6) Potlucks. Membership on the subcommittees may consist of committee members and volunteers.

SECTION 2: RULES

Each subcommittee may adopt rules for its own governance as long as they are consistent with these bylaws and other rules adopted by the ANE PAC.

Section 3: Terms of Service

Standing subcommittee members may serve for the length of their term on the ANE PAC. The term of service for ad hoc subcommittee members shall expire at the completion of each subcommittee’s objective.

ARTICLE VI

AMENDING THE BYLAWS

These bylaws should be amended in alignment of district policy and regulations by a majority vote of the members of the ANE PAC in attendance provided that the amendment is presented in writing for review, and presented at a following meeting for committee vote.

ARTICLE VII

RATIFICATION

These amended bylaws shall be declared adopted after review by the superintendent for alignment with district policy and administrative regulations. Adoption happens when passed by the majority of the full membership of the ANE PAC at a regular meeting of the committee and signature of the ANE Director and Superintendent.

These amended bylaws are approved by the Alaska Native Education Parent Advisory Committee on August 20, 2019.

IN WITNESS THEREOF,

Yatibaey Evans, ANE PAC Chairperson

Karen Gaborik, Superintendent, FNSB School District