

PAC BOARD POSITIONS

CHAIRPERSON

- Be fair and impartial at all times.
- Preside over all PAC meetings.
- Announce to all members the date, time, and location of the subsequent PAC and AGenda planning meetings.
- Sign letters, reports, and other communications as requested of the committee.
- Perform additional duties appropriate to the Chairperson position.
- Provide a written and oral report.
- Serve as the representative of the PAC on the Board of Education committee as applicable.
- Provide a draft of the LCAP Comment presentation to the committee for discussion and feedback prior to presenting to the Board of Education.
- Have the ability to create ad hoc subcommittees in coordination with PCS.

V. CHAIRPERSON

- Be fair and impartial.
- Be given the opportunity to serve as Chairperson through succession.
- Represent the Chairperson in his/her absence and perform additional assigned duties as prescribed by the Chairperson.

SECRETARY

- Be fair and impartial.
- Keep minutes of all meetings of the PAC.
- Provide the original meeting minutes to the ECR staff.
- Conduct roll call and establish quorum.
- Maintain a current attendance roster.

ASST. SECRETARY (optional)

- Be fair and impartial.
- Assist the secretary to keep minutes of all meetings of the PAC.
- Assist in providing the original meeting minutes to the ECR staff.
- Assist the secretary to conduct roll call and establish quorum.
- Assist the secretary to maintain a current attendance roster
- Assist with written motion forms
- Be given the opportunity to serve as secretary through succession.

PUBLIC RELATIONS

- Be fair and impartial at all times.
- Promote the actions and purpose of the PAC to the public when authorized by PAC and ECR

PARLIAMENTARIAN

- Be fair and impartial at all times.

PAC BOARD POSITIONS

- Announce the list of public speakers
- Assist the Chairperson in ensuring compliance with these Bylaws and that parliamentary procedures are followed to assist the Committee in completing its meeting agendas
- Be knowledgeable about these Bylaws, parliamentary procedures, and the Greene Act
- Be allowed to vote, but not to make motions or participate in debate

Terms of Membership

- PAC representatives will be elected to a 2-year term or a 1 year term, based on vacancies.
- Alternatives will serve for a 1-year term and will replace a representative who cannot complete his/her term.
- Each term is defined as a school year - October to October.
- Terms are not transferable between members.

EXPECTATIONS OF PAC MEMBERS

- PAC members will collaborate with other members to develop the comments on the eight LCAP goals as prescribed by CA Ed. Code.
- PAC members will follow the school policies, PACbylaws, PCS meeting norms, and Robert's Rules of Order.

ATTENDANCE

Representatives are expected to attend all meetings which are held from 6:00pm - 7:15pm every other month. Representatives that attend the meeting 1 hour after the scheduled start time of the meeting will be counted absent.

Representatives and alternates must be present for a minimum of (30 minutes) from the scheduled start time to be counted as present.

After 3 absences, the member will be immediately notified of termination in writing. An alternate will serve as the official representative when present for each meeting if the member has not arrived fifteen (15) minutes from the scheduled start time.