

**CHARTER and BY LAWS
FOR THE CITIZENS ADVISORY COUNCIL
TO THE
SUPERINTENDENT OF SCHOOLS
June 2012
(Revised: September 2017)**

YORKVILLE COMMUNITY UNIT SCHOOL DISTRICT 115

1. **Mission Statement:** The mission of the Citizen Advisory Council (hereafter referred to as the CAC) for the Yorkville Community Unit School District is to improve the education of the children, youth, and adults of the district by advising the Superintendent regarding educational and other issues facing the District.
2. **Goals:** The goals of the CAC are to:
 - A. Study and deliberate regarding problems, issues and questions concerning public education and the district and to report the results to district administration who will share the information with the Board of Education.
 - B. Advise the Board of Education and administration regarding policies of the district.
 - C. Facilitate cooperation and communication of educational affairs between the schools/school district and the community.
3. **The Legal Status of the Board of Education:** The Board of Education is the legally constituted authority over the public schools of the district. It cannot legally surrender any of its powers and responsibilities. It relinquishes none of its authority in creating a CAC that reports to the Superintendent.
4. **Tenure of the Council:** The CAC herein created, and any subcommittees affiliated with it, shall continue as school-sponsored bodies until the Council is dissolved by the Superintendent or a majority vote of the members of the Board of Education dissolving this charter.
5. **Open Meetings and Freedom of information Acts:** As an advisory council to the Superintendent, the CAC and any of its subcommittees are not subject to the Open Meetings and Freedom of Information Act. However, the CAC should carry out transparent operations whenever possible.
6. **Domain of the CAC:** Since the public schools exist only for public education, the CAC will concern itself only with the education of the public through the public schools and with matters directly related to it. The CAC and its affiliated councils are primarily study and planning councils, advisory to the Superintendent and staff. They will promote their ideas and plans in the school and community only with specific authorization by the Superintendent.

- A. Affiliated Councils: The CAC is authorized and encouraged to create affiliated councils as needed to study specific issues or conduct specific projects.
- B. The CAC might address:
 - 1) Important and continuing interests of the schools (e.g., citizenship education, vocational education, school finance, facilities, governmental affairs).
 - 2) Special problems of a temporary nature (e.g., constructing buildings, enacting special security, planning a system of pupil transportation, advising the Superintendent regarding attendance center boundaries).

All councils created by the CAC shall be and remain affiliated with the CAC. Each affiliated council shall be given by the CAC a definitively prescribed focus within the total domain of the CAC in which it is to operate. Affiliated councils may be created to serve for a definite period or to continue indefinitely with rotation of members. Affiliated councils may include members of the CAC; the superintendent, or his/her representative, who sits, as a consultant, with each affiliated council; administrators, teachers, non-academic employees, students, and citizens. It will usually be advisable to include more laymen than others on affiliated councils. The members of some affiliated councils may be chosen primarily because of their expertise in a particular field, rather than because they are representative of the citizens of the district. At least one CAC board member will serve as an ex-officio member of each CAC affiliated council.

7. **The Membership of the Council:**

- A. The council shall include a minimum of 20 but not more than 35 members. All members must reside within District 115. However, any number of people, including people who are not members of the CAC, may be included in subcommittees constituted by the CAC. A person shall not be both a member of the CAC and a member of the Board of Education.
- B. The members of the CAC board shall recommend new appointees for appointment by the Superintendent.
- C. In preparing a slate of members of the CAC to present to the Superintendent, the the CAC board shall:
 - 1) Consult with a large and representative number of the citizens of the district by whatever means it may devise to secure their suggestions regarding persons to be considered for membership in the CAC.

- 2) Seek representatives from each school and from various groups and perspectives throughout the district to achieve a cross section of opinion.
- 3) Screen the names suggested taking into account:
 - a. The ability of the persons suggested and the keenness and clarity of their thinking;
 - b. The respect in which their fellow citizens hold them;
 - c. Their ability to work constructively with others;
 - d. Their insight into and interest in public education; and
 - e. Other items considered by the CAC board to be important.

D. The membership of the CAC should reflect the diversity of the citizens of the district; allow for representation by parents from all attendance centers but also include parents, and non-parents; persons favorable to and critical of current school policies; large and small taxpayers; owners and non-owners of homes, farms, and businesses; long-time and recent residents of the district and members of various communities and groups within District 115. It may include employees of the district chosen in relation to the criteria herein. In all of these respects and in others that the CAC board may consider important, the resulting overall membership of the CAC should include some representation of as many types of people and perspectives in the district as possible.

The District 115 CAC membership strives to include the following:

- 2 Representatives from each school
- 1 City Official
- 4 Non-Parents
- 2 Small Business
- 2 Large or Industrial Business
- 2 Administrators
- 2 Teachers
- 2 Support Staff
- 1 Higher Education
- 1 Alumni

E. No person recommended for membership in the CAC will be considered the representative or spokesperson of any particular organization, faction, or element in the district. Individuals are to be recommended, each of whom has contacts with a variety of organizations, factions, and elements so that, taken together, the members of the CAC have means of first-hand communication with all of them. No one is to be recommended solely because he/she is an officer or a professional executive of any organization or institution. In general, persons of this type will not be recommended unless they are known for their broad interests in the community and are regarded primarily as citizens rather than representatives of agencies or institutions.

F. The CAC board shall recommend to the superintendent a number of persons needed to maintain the council membership as described above.

8. **Terms:** A “term” is defined as a three (3) academic year period. Terms shall expire at the conclusion of the third academic year. A member may serve up to three (3) consecutive terms,

however, reapplication is required at the end of each term.

9. **Replacement of Members:** To fill vacancies, the CAC will, by public notice, seek names of citizens to be considered for membership and screen applicants in accordance with the various parameters set forth above. In filling mid-academic year vacancies, the replacement process shall proceed with all deliberate speed at the discretion of the CAC board. In following the orderly progression of expiring CAC member terms, the following timetable should be followed: Advertise and board reviews applications within the 3rd academic quarter; present the selections to the superintendent by the middle of the 4th quarter with a request that the superintendent approves the selections by the week before the last scheduled CAC meeting of the academic year; board informs CAC members of outgoing and incoming members by last meeting of the academic year.
10. **Minimum Participating Requirements:** In order to foster an environment that will work to guarantee a necessary and consistent quorum, CAC members shall be required to meet minimum participation requirements as follows: No member shall miss three meetings within one academic year. If a member were to miss the above number of meetings, their membership will be terminated. The membership chairperson, in conjunction with the board holds the right to make exceptions to terminations in extenuating circumstances. In order to accommodate the membership, however, this paragraph shall not apply to those otherwise active members who consistently leave the state of Illinois during certain winter months and who notify the CAC membership chairperson of it. The specific individual members, when absent, shall not count against the quorum requirements.
11. **CAC Representation to the District:** The CAC chairperson or designee shall serve as a liaison between the district and the CAC so that an accurate and consistent transfer of information is made between the two groups. The liaison(s) may attend Board meetings at the discretion of the Superintendent in order to convey the progress, activities, or general concerns of the CAC to the Board at their regular meetings or Board council meetings. In this case, this liaison shall also report to the CAC the results of the Board meetings. It is understood that this shall only provide for the routine transfer of information and not to answer any questions of the Board that require consultation with the entire CAC or the attendance of specific members of the CAC for a specific purpose.
12. **Administrative Liaison:** The superintendent and/or his/her designee(s) shall be members of the CAC in ex officio status. He/she or the designee shall attend meetings and provide advice as appropriate. Other members of the district's staff will be invited to attend CAC meetings as needed.
13. **Relationships of the Citizens Advisory Council:**
 - A. To the Board of Education
 - 1) The Board of Education may submit to the CAC proposals via the superintendent regarding school policies to which the CAC is expected to react and report to the superintendent.
 - 2) The CAC may make policy recommendations through the superintendent to the Board of Education and will be apprised of the Board's reactions to these

recommendations.

- 3) The CAC is not to recommend or endorse candidates for membership to the Board of Education or for employment in the district. However, members of the CAC may be asked to participate in search and interview councils.

B. To employees of the Board of Education

- 1) The CAC or any of its affiliated councils may seek information and counsel from any employee of the district through the superintendent's office on matters clearly related to the concerns on which it is working. In asking employees for information regarding the schools, be aware of the time required to assemble these data and the other duties of these employees.
- 2) Any employee may, with the approval of the administrators for whom he/she works, including the superintendent, request the assistance of the CAC or an affiliated council regarding an appropriate educational issue.
- 3) Requests for affiliated councils for particular attendance areas or special fields of work may be initiated by individual employees or groups of employees and will be considered by the CAC if approved by the appropriate administrator and the superintendent.
- 4) The CAC and its affiliated councils may properly make recommendations regarding school policies for employee welfare, but they are never to consider the employment, promotion, transfer, dismissal, or salary of an individual employee.
- 5) Minutes of the meetings of the CAC shall be maintained in the district office and posted to the district website.

C. To the public

- 1) The CAC is encouraged to promote the interest and participation of all citizens in the schools and organizations in the district. The councils herein are not to be regarded as substitutes for other forms of public participation in school affairs, but as means of providing a minimum of systematic, representative, and responsible public participation.
- 2) Council members are expected to do what they can to learn about the schools and District and to pass on to their associates, information about the schools and the issues at hand.
- 3) Council members are expected to learn what their friends and associates in the community think about the schools and convey that information to the CAC as appropriate.
- 4) The district may request the CAC to designate individual members or groups of members to assist in publicizing and promoting in the district, policies, proposals, and initiatives that affect District 115.

14. **Organization of the Citizens Advisory Council**

- A. The CAC is to organize itself in its own way, determine the frequency and timing of its meetings, conduct these meetings as desired, and work upon the concerns it considers significant selected from concerns suggested by the superintendent or by its own group. Decisions shall be made on the basis of a simple majority vote under Roberts Rules of Order, which shall govern the proceedings of the CAC.
- B. A quorum of 51% of the current membership shall be required for the CAC to take official action.
- C. At a minimum, the organization shall include a chairperson/co-chairpersons, vice-chairperson, membership chairperson and secretary elected from the membership by majority vote for two-year terms. *However, in the event there are 3 or more new board members in a given year, the members of the board will draw lots for 1 or 2 year terms to avoid several positions changing over at once.* All officers may be elected for up to a maximum of five terms.

1) Chairperson/Co-Chairperson Responsibilities Include:

- a. Prepare agendas for each CAC general member meeting.
- b. Act as a liaison between the district administration and the CAC, meeting with the administration as needed.
- c. Coordinate the work of the CAC board.
- d. Preside at all CAC meetings and meetings of the CAC board.
- e. In the Co-Chairpersons circumstance, each responsibility above, a – d, shall be assigned to one co-chair for the duration of his/her board term.

2) Membership Chairperson Responsibilities Include:

- a. Coordinate the board in all membership activities including new membership recruitment & application process.
- b. Review membership attendance and contact those not meeting minimum attendance requirements of their interest in continued service.
- c. Provide an attendance sheet for each meeting and keep records of attendance.

3) Vice Chairperson Responsibilities Include:

- a. In the temporary absence of any board member, assume said member's responsibilities.
- b. Keep the meetings to the allotted time frame & motion to extend time or table a topic to next meeting if need be.
- c. If a board position becomes open, assume responsibilities until a special election is held to vote in a new board member.

4) Secretary Responsibilities Include:

- a. Keep detailed minutes of each CAC meeting and send an electronic copy to the chairperson for review of the members.
 - b. Send a meeting reminder, previous meeting minutes, and upcoming agenda within a week before the meeting date.
 - c. Send an upcoming agenda to the superintendent's office for printing at least two days before the meeting date.
 - d. Compile and consolidate general membership questions for upcoming meeting presenters. These are then sent to the presenter and/or superintendent two weeks before the meeting.
- D. The CAC and Board of Education shall review this charter regularly (but not less than once every three years). Changes in it may be made by majority vote of the members with consultation of the superintendent and knowledge of the Board of Education. Recommendations of changes may originate in the CAC or in the district. Changes to the Charter recommended by the CAC must be approved by a majority vote of the CAC prior to those changes being recommended to the superintendent.
- E. Minutes of the meetings of the CAC will be sent to each member of the CAC via electronic means.