PAC BYLAWS

Article I
Parent Advisory Committee

The committee shall be known as the Fresno Unified School District PAC.

Article II
Role of the Committee

Role of PAC

The Parent Advisory Committee (PAC) shall advise district administration regarding the development of the Local Control and Accountability Plan (LCAP) and the budgets that support the plan. Following approval of the LCAP by the school district governing board, the PAC shall review a minimum of one time per year the implementation of the plan and comment on the effectiveness of the program with district officials using the state and county criteria in California Education Code Section 52060. The PAC shall annually review these bylaws and make modifications when necessary. The PAC shall carry out all other duties and responsibilities assigned by the district governing board and any state or federal laws and related codes of the State of California.

Role of Board of Education

To the extent that these bylaws are silent on an issue, or to the extent these bylaws are ambiguous, the PAC delegates to the Fresno Unified School District Board of Education the authority to interpret the bylaws or adopt appropriate rules in the sole discretion of the Board of Education.

Code of Conduct

PAC members shall follow Fresno Unified School District's adopted community values as follows:
1. Stewardship - We will lead and follow as stewards of our region, caring responsibly for our community assets. We will work together to achieve the greatest, long-term benefit for the community as a whole;

2. Boundary Crossing and Collaboration - We are willing to cross political, social ethnic and economic boundaries and partner with others to achieve community outcomes. We will lead "beyond the walls" to create an inclusive, cohesive community through partnership and collaboration;

3. Commitment to Outcomes - We are willing to take responsibility for tasks and achieving specific outcomes. We are committed to staying involved until the tasks are completed;

4. "Art of the Possible" Thinking - We believe that anything is possible in the Fresno Region. We will envision "success without limitations" and then backward map a specific, attainable strategy for achieving that vision;

5. Fact-Based Decision Making - To the greatest extent possible, we will base decisions and action plans on objective data, thereby avoiding distortion of issues by personal feelings or agendas;

6. Truth Telling - We value the empowerment of everyone involved, along with all community stakeholders, to honestly and forthrightly share all knowledge, experience and insights relative to the working at hand. We take responsibility for ensuring our "truth" is current, not historical. We all share the responsibility for maintaining the truth telling standard;

7. Power Parity - We respect all persons and recognize that there are diverse viewpoints. Positional power will not determine a strategy or preferred outcome, merit will. Viewpoints from diverse constituencies will be proactively sought to ensure the best possible outcomes for the community;

8. Commitment to Resolving Conflict - Conflict is inevitable and is sometimes required in order to achieve the best outcomes possible. Healthy conflict involves valuing every individual regardless of his or her stance on a specific issue and an unwavering commitment to working through the conflict in a positive manner despite its severity;

9. Asset-Based Approach - We are focused on using a strengths-based, asset-oriented approach to people and issues. We believe that positive change occurs when we appreciate, value and invest in what is best in our people and community;

10. Conflict of Interest - We agree to disclose any personal or professional conflict of interest that may affect our objectivity before engaging in work that will impact the community. We seek to avoid even the appearance of impropriety.

Among other things, these values require that PAC members:

1. Shall be a duly elected member of a Fresno Unified School District School Site Council and shall attend noticed meetings regularly.

2. Shall follow State and Federal law and guidance and FUSD Board Policy in their duties.

3. Shall follow the PAC bylaws.

4. Shall assess consensus of the people who elected them to their School Site Council position with a method that has been discussed and documented.

5. Shall conduct all PAC business in a courteous, professional manner.

6. Shall perform their required duty to monitor and review the district LCAP.

7. Shall not use their role as PAC members to unduly influence decisions or assert authority not granted.

8. Shall not meet together or attempt to reach consensus on issues outside of duly scheduled meetings.

Article III

Members

Section I - Size and Composition

The PAC shall be composed of a minimum of one member and a maximum of two members representing each School Site Council in the Fresno Unified School District. Each representative shall be an elected member of their current SSC. One member shall serve as the primary voting representative for their SSC. The alternate voting member may represent their SSC in the absence of the primary voting member. Each SSC shall determine the voting responsibility of each representative and the school will have only one vote in all PAC business.

The needs and resources of the school improvement program require that membership of the SSC include broad representation of parents, students, and staff, including all socioeconomic and ethnic groups in the school attendance area. The PAC shall reflect the diversity of the SSC members from across the District.

Section II - Voting Rights

Each SSC is entitled to one vote and may cast that vote on each formal motion submitted to a vote by the PAC. Absentee ballots or proxy ballots shall not be permitted. PAC Representatives must be present to vote.

Section III - Termination of Membership

Membership shall automatically terminate if a member no longer meets the membership requirements under which elected to an SSC. The PAC, with a simple majority of the members present, may vote to suspend or expel a member for just cause. Membership may also terminate upon a 2/3 vote of the PAC upon a finding that the member violated the Code of Conduct outlined in these bylaws.

Section IV - Transfer of Membership

Membership in the PAC is not transferable or assignable.

Section V- Resignation

Any member may resign by filing a written resignation with the Chairperson. The written resignation shall become a part of the PAC records in the event of a dispute.

Section VIII - Vacancy

Any vacancy on the PAC shall be filled for the remainder of the school year by appointment by each school's SSC.

ARTICLE IV
Officers

Section 1 - Officers

The Officers of the PAC shall be a chairperson, vice chairperson, secretary, and other such officers as the committee may deem desirable.

Section II - Election and Term of Office

The officers of the PAC shall be elected annually by the current PAC members and shall serve for one year or until each successor has been elected.

Section III - Election Procedure

The annual election of PAC officers will occur at the first PAC meeting of each school year. The notice of the election will be placed on the Agenda and posted at the district office prior to the meeting. The Agenda will also be distributed to each district school and sent by email or U.S. mail to each PAC representative.

Nominations for PAC Officers shall be solicited at the first annual PAC meeting of each school year. The election of officers shall immediately follow the nominations.
Affirmation of each individual's election to a position shall be made by a voice vote or raised hands of all members in attendance at the meeting, unless it is impossible to determine the majority or any PAC member requests a vote by written ballot, which shall be conducted immediately. Ballots shall be counted in the open public view at the meeting. Officers shall be elected based on having a majority vote of the members present. In the event there are no nominees receiving a majority vote, nominees will be elected in descending order according to the criteria of highest number of votes. If there is a tie for an officer position, a run-off vote will be taken immediately or as soon as feasible using a similar election process. The results of PAC elections shall be recorded in the minutes. Ballots, if used, shall be retained for the record in the event of a dispute.

Section IV - Term of Office

All officers of the PAC shall serve for a one year term. At the conclusion of an officer's term, they may be nominated and elected to serve in a different or same position, for 1 additional year.

Section V - Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall, by special election, be filled by the members of the PAC for the unexpired portion of the term.

Section VI - Chairperson

The chairperson shall preside at all meetings and sign any assurances as required and other communications from the PAC. The chairperson will normally develop the meeting agenda in

coordination with the Office of State and Federal Programs representative, assigns PAC members to subcommittee work, advances the work of the posted agenda, assures all voices are heard in the PAC meetings and manages the meeting with the assistance of the district representative. The chairperson facilitates the meeting pursuant to the Code of Conduct adopted by the Board of Education and these bylaws.

Section VII - Vice Chairperson

The duties of the vice chairperson shall be to represent the chairperson in assigned duties and to substitute for the chairperson during his/her absence.

Section VIII - Secretary

The secretary shall, with the assistance of the district representative, keep factual, true and accurate minutes of all PAC meetings and shall distribute the copies of the minutes to each of the PAC members at the subsequent meeting. Minutes shall be as brief as possible in a standard format to assist in prompt translation. The secretary shall also keep a current list of all PAC members with role, name, address, phone number and start and end dates of their SSC terms. The secretary shall keep all copies of information distributed at meetings attached to the meeting agenda and minutes and give them to the district representative for distribution, organization and storage.

ARTICLE V
Committees Section

I - Standing and Special Committees

The PAC may decide to establish standing or special committees as it may desire. No special or standing committee may exercise the authority of the PAC.

Section II - Membership

Unless otherwise specified by the PAC in its decision to establish committees, the chairperson shall appoint the members of the various subcommittees from a list of volunteers.

Section IV - Rules

Each committee may adopt rules for its conduct consistent with these bylaws, state law, guidance or FUSD Board Policy regulating the SSC/ PAC. The PAC in its decision to establish such committees shall specify details of when and how the committee shall report to the PAC.

Section V - Quorum

A simple majority of members present constitute a quorum to conduct the meeting of the subcommittee.

Section VI - Vacancy

A vacancy in the membership of any committee may be filled by appointment volunteers made in the same manner as provided in the case of the original appointment.

ARTICLE VI
Meetings of the PAC

Section 1 - Meetings

The PAC shall meet regularly at least twice per school year. The tentative schedule for the meetings will be sent to all members at the beginning of each school year to encourage full participation. Special Meetings may be called by the Chairperson, or district representative in the case of an emergency, or by a majority vote of the PAC members.

Section II -Time and Location of Meetings

The PAC shall meet at a time and location that is most convenient for the entire community to encourage open discussion by the public. The PAC will meet a minimum of two times per year. The PAC meeting location will be readily accessible to all members of the public, including handicapped persons.

Section III - Notice of Meetings

Written, translated agendas of all meetings shall be posted in the district office for view by the public and other readily visible locations at least 72 hours in advance of the meetings. When practicable and feasible, efforts to notice the school community of meetings may include but not be limited to: home calls, notice in community centers, the school newsletter, notes home. The district representative and Chairperson shall normally work together to adopt an agenda. However, agenda items may be added to an agenda by either the Chairperson or the district representative, provided the item is relevant to the role of the PAC.

Section IV - Quorum

A quorum vote shall be 50% plus 1 of the PAC members present. No decision of the PAC shall be valid unless a quorum agrees. Vacant positions should be filled pursuant to Article III above as soon as practicable, notwithstanding these quorum requirements.

Section V- Decisions

The PAC members as elected SSC representatives will use the following process in their decision making:

1. Determine in the fall how each representative group (parents, teachers, students, other staff) will assess the consensus of the people who elected them to the SSC on matters of significant impact to the school community. The district representative shall assist members to develop and implement their plan to assess their constituency. The plan shall become part of the public record in the meeting minutes and other community groups will be notified, as needed.
2. No items may be voted on by the PAC in any meetings unless noticed in the written agenda 72 hours in advance of the meeting. In the event of an unavoidable emergency as defined by SB 355, the PAC may vote on an item that needs immediate attention.
3. All decisions of the PAC shall be made only after an affirmative vote of a majority of its members in attendance.

Section VI - Meetings Open to the Public

All regular, special or work sessions of the PAC and its standing or special committees are open and accessible to the public. The PAC shall provide for a scheduled period on the agenda for public comments. The public shall submit their name, and concern to the PAC Chairperson for the written record and abide by a time limit per speaker within the allocated time frame for public comment. All members of the public will have equal opportunity to raise issues related to topics under discussion. Members of the public may also submit related concerns in writing to the PAC Chairperson. The PAC may, without taking action, briefly respond to members of the public about other concerns. In the event of public disruption to the meeting, the PAC Chairperson may request a privileged motion to clear the room for a break. Should the disruption continue, the Chairperson may ask the district to use Education Code provisions to request disruptive individuals to leave the meeting.

ARTICLE VII
Bylaws

Section I - Bylaws Revision

These bylaws shall be reviewed annually by the PAC. Proposed changes shall be posted and subject to public discussion prior to the PAC taking action. Bylaw revision requires a majority vote of the members present. Bylaws shall not conflict with state or federal law, or Board Policy.

Section II - Accessibility of Bylaws

Bylaws shall be translated for accessibility to the major language groups represented in the school community. They shall be available at every PAC meeting, and to members of the public upon request.