

Rochester City School District



The Rochester City School District's vision is to provide a high quality education that fosters the development of the individual talents and abilities of our students in a nurturing environment of equity.

Parent Leadership & Advisory Council By-Laws

Approved: February 25, 2021

TABLE OF CONTENTS

Article I:	Parent Leadership & Advisory Council
Article II:	Vision, Mission, and definition of “Parent”
Article III:	Membership
Article IV:	Selection and Terms of Membership
Article V:	Membership Standing and Removal
Article VI:	Parent Leadership & Advisory Council Role
Article VII:	District Staff Role
Article VIII:	Meetings
Article IX:	Committees
Article X:	Duties of Officers
Article XI:	Transfer of Records
Article XII:	Amendments

**By-Laws of the
Rochester City School District
Parent Leadership & Advisory Council**

Article I

The name of this organization shall be the Rochester City School District Parent Leadership & Advisory Council, hereinafter referred to as the “Council”.

Article II

Vision

The Council will seek to engage all parents/guardians as leaders at the District level to collaborate with all constituencies to help mold an effective, responsive, equitable, and inclusive system for the education of all the District’s children.

Mission

The Mission of the Council is:

- To safeguard all District children and to serve the interest of parents, representing all parents in the pursuit of obtaining a quality education in a safe and nurturing environment.
- To uphold and protect the rights of parents as having the final authority over their child’s education, as their first teacher and advocate. To empower parents to become actively engaged and advocate for the education of their children.
- To actively recruit, educate, and encourage the participation of parents at all levels of the District’s educational system.
- To encourage, at all levels, the empowerment of parents in decision making related to the education of the District’s children.

Article III

Definition of Parent

For purposes of these By-Laws, a “parent” is a natural parent or grandparent, an adoptive parent, a legal guardian, or any individual in a parental relationship with a student who is duly enrolled as a student of the District.

Membership

The Council shall be comprised of parents of students enrolled in the Rochester City School District. To prevent conflicts of interest, an employee of the District, who has a child duly enrolled in a District school, shall be eligible to serve in the General Assembly, but may not have voting rights.

All parents are members of the general assembly and will elect a voting executive team.

No member shall function to specifically represent any community action organization but shall represent the constituency of the schools or parent organizations from which they are elected.

New executive team members shall attend a mandatory orientation session, which will be optional for general assembly members. Orientation will be presented by the Vice President to review bylaws, roles and responsibilities of the Council.

Article IV

Selection of Parent Council Membership

Only parents who have participated in the by-law process by attending PLAC meetings will be eligible for the first cycle of the executive team.

During May of each year nominations for the executive team would come from the floor during a general assembly meeting. Nominees will be able to distribute a short written statement to parents via in person, website, and social media. Nominees will be voted on during the June PLAC meeting.

No designation of Board sanctioned parents groups to PLAC is necessary. All parent groups should meet on a regular and consistent basis not less than bi-annually, as agreed upon.

PLAC general assembly shall meet according to a school year calendar. The PLAC executive team shall continue to work through the summer months for the purpose of planning with the Office of Parent Engagement and setting the PLAC school year priorities. **All PLAC meetings are open to parents.**

During May of each year PLAC will hold elections. Parents can nominate themselves or others. Even number school parent (e.g. schools 2, 4, etc.) shall select parent(s) to serve a first term of two (2) years, and odd numbered schools (e.g. schools 3, 5, etc.) shall select parents(s) to serve a first term of one (1) year. Thereafter, the terms will be limited to two (2) years, as described below. PLAC will meet quarterly with members of other parent groups recognized by the District, such as the Bilingual Education Council ("BEC"), the Special Education Parents Advisory Council ("SEPLAC") and the Multi-lingual Parents Advisory Council ("MPLAC").

Terms

The members elected to the Council shall serve a term of two years from July 1st to the succeeding June 30, subject to being re-elected pursuant to Article IV hereof. No member shall be eligible to serve for more than two (2) consecutive terms. This provision may be suspended by a two-thirds vote of the Council during a duly convened meeting.

Article V

Voting member in good standing

In order to remain eligible to serve as a member of the Council, an individual:

- May not have more than three (3) unexcused absences from scheduled regular or special meetings of the Council or any committee to which they are assigned. To be excused from a meeting by the Council or an assigned committee, one must notify the Council President or the committee chair before the start of a meeting. The minutes/records of the Council or committee involved will reflect whether one has been excused.
- Must follow through on commitments to volunteer, to serve, and positively contribute to the Council's Vision and Mission.
- Must not solicit, receive or accept any remuneration in exchange for a vote and/or a favorable or unfavorable disposition on any item under consideration by the District and/or Council or committee.
- Must not refuse to recuse from deliberations concerning which s/he has a conflict of interest.
- Must not use status as a Council representative in a manner not authorized by the District or the Council.
- Must not engage in persistent disruptive behavior (following a warning in writing by the Parent Council President or by the District's Legal Counsel).
- Must adhere to these By-Laws.

Cause for removal of Council Member

- Removal will occur automatically if the member becomes ineligible for membership. This would normally occur when the individual no longer has a child attending a District school. If a voting member becomes an employee, they automatically revert to a general assembly member.
- A Council member may also be removed by a majority vote of the Council, or by the District's Board of Education, upon the recommendation of the Superintendent of Schools, by reason of no longer meeting the requirements of Article V of the By-Laws.

Article VI

The Council Role

In all considerations, the District's children will come first. There is no place for politics, regional or personal concerns in this forum. The Council is charged with considering all issues against the single question: What is best for the children?

The Council is responsible for sharing, promoting and communicating information to District parents. The dates, monthly agenda and minutes of each Council meeting will be made public on the District website and shall be shared with the respective School Based Planning Teams and the below-listed parent organizations in a manner designed to ensure timely and effective communication.

The Council will present concerns from parents to the Board of Education, the Superintendent of Schools and District staff as appropriate.

The Council will not interfere with the ability of any other organization to present its view directly to the Board of Education, Superintendent of Schools or District staff. The Council will provide feedback to District staff on the quality and delivery of services to parents. Additionally, the Council will be a conduit for information about parent engagement programs at school and District-wide levels that empower and provide parents with the knowledge and skills to support their children's academic success.

The Council will particularly collaborate with the English Language Learners and Special Education Departments, the Bilingual Parents Advisory Council, the Special Education Parents Advisory Council and the Multi-lingual Parents Advisory Council.

The Council also will work collaboratively with the Superintendent of Schools, Office of Parent Engagement, and Youth Engagement and Cultural Relations.

Article VII

District Staff Role

The Superintendent shall designate two non-voting staff representatives to the Council, at least one from the Office of Parent Engagement, the other from a supporting department as necessary. District staff will attempt to keep the Council informed in writing on a monthly basis of upcoming changes to District structure and operations (i.e. food services, transportation and facilities). The Office of Parent Engagement will also provide administrative support to the Council, including but not limited to record keeping and meeting logistics.

The Council will be kept informed by the Superintendent of Schools, and/or their designee and the Board of Education of issues affecting the District. The Council will also actively gather information necessary for its function.

Article VIII

Meetings

The Council will hold regularly scheduled meetings once a month. A portion of each meeting will be designated as a forum for parents to address the Council on matters concerning the District's educational system. The Council will proactively encourage and solicit input from the parents. The Council may, however, establish time limits for speakers, and the Recording Secretaries will advise any speaker when they have one minute remaining to the time allotted to them by use of a verbal cue.

Reports of committees will be limited to five (5) minutes each.

An agenda for each meeting will be developed by the Executive Team and distributed to members at least five (5) days prior thereto. Such agendas also will be publically available at least 48 hours before the meeting to which they apply; and they, of course, may be amended upon a majority vote by the Council.

Minutes will be taken at all meetings. The Recording Secretary may use a recording device for this purpose; provided however, that the recording of any meeting is erased upon approval of the minutes thereof. The minutes will reflect the type of meeting, date and times of convening and adjournment, membership attendance, action taken on the minutes of previous meeting(s), action on all main motions, the way each member voted on each action item and all other matters discussed.

A reliable and accessible meeting place shall be made available by the District.

Called Meetings

In addition to the regularly scheduled meetings of the Council, special meetings may be held as necessary. Such "called meetings" will require a two week notification of all full voting members and regularly attending District staff members, together with notice to the public as contemplated for regular meetings, except in emergency circumstances.

Robert's Rules

Meetings will be governed by the most current edition of Robert's Rules of Order to the extent they are consistent with these By-Laws.

Quorum and Voting

For any Council meeting, a quorum will consist of nine (9) Council Members. A majority of Council Members present at any duly convened meeting will be necessary to the passage of any motion before the Council.

Article IX

Committees

Executive Team

The Executive Team of the Council, consisting of the President, Vice President and (2) Recording Secretaries, will serve to steer the Council and deal with pressing issues that do not require convening the full Council.

Standing Committees

Committee Chairpersons, except as noted below, shall be nominated by a Council member and elected by a majority of the Council membership to head Committees including:

- Advisory Council for Title I (“ACT”) – Council Chairperson will chair the ACT Committee
- School to Parent Communications Committee
- Policy Committee

Special (Ad Hoc or Select) Committees may be established as needed and will cease to exist upon completion of their assigned tasks or after making their reports.

Article X

Duties of Officers

President

The President shall preside at all meetings and shall be an ex-officio member of all committees. The President shall provide leadership for members of the Council, and will be the Council’s public spokesperson. The President shall be the representative of the Council to the District. The President or a delegate and shall be required to attend all regularly scheduled meetings with District officials. The President and Vice President, as the Council’s Executive Team, shall meet regularly to, among other things, plan the agendas for the regular meetings in accordance with these By-Laws.

Vice President

The Vice President shall assist the President and shall assume the President duties in their absence or at the President’s request. The Vice President shall be an ex-officio member of all committees. The Vice President will provide orientation to new members prior to the beginning of monthly meetings.

Recording Secretaries (2)

The Recording Secretaries shall maintain the official record of the Council's proceedings and actions taken during all the Councils' meetings. The responsibilities of this office shall include preparation of meeting notices, agendas, sign-in sheets and distribution of materials. The Recording Secretaries shall prepare and read, upon request, the minutes of each Council meeting at the next succeeding meeting, and shall make minutes available upon request. The Recording Secretaries shall be the official custodian of the Council's records and reports. The Recording Secretaries shall sign and incorporate all amendments to the Council's By-Laws and shall ensure that copies of the By-Laws, as amended, are on file in the District's Office of Parent Engagement. The Recording Secretaries shall be responsible for reviewing, maintaining, and responding to all correspondence regarding the Council. The Recording Secretaries will manage the Council's social media accounts. The Recording Secretaries shall assist with the transfer of all records to the incoming Recording Secretaries prior to the end of their term of office. Administrative support will be provided to the Recording Secretaries by the Office of Parent Engagement.

Parliamentarian

The Parliamentarian shall assist the President in maintaining the orderly conduct of meetings. The Parliamentarian's function will be especially important when the Council is meeting in general session (that is with non-voting representatives and parents in general taking part in a meeting). The Parliamentarian will become familiar with Robert's Rules, and the techniques recommended therein for maintaining the orderly and productive exchange of ideas. The Parliamentarian will advise the President on questions of order and assist the President in allowing a full and balanced presentation of the issues. The Parliamentarian's role during a meeting is purely an advisory and consultative one – since parliamentary law gives only to the chair the power to rule on questions of order or to answer parliamentary inquiries.

Article XI

Transfer of Records

The outgoing Council shall arrange for the orderly transfer of business records and information including meeting minutes, bylaws, records of activities and all proposals for the school year to the incoming Parent Council. Administrative support will be provided by the Office of Parent Engagement. At least two meetings will be scheduled during the month of June for this purpose.

Article XII

Amendments

These By-Laws may be amended by a two-thirds vote of the members of the Council.