

The Human Growth and Development  
Citizens' Advisory Committee for the  
Sheboygan Area School District



*Committee Procedural Rules*

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for the Sheboygan Area School District

COMMITTEE PROCEDURAL RULES

ARTICLE I – Name

The name of the committee shall be THE HUMAN GROWTH AND DEVELOPMENT CITIZENS' ADVISORY COMMITTEE FOR THE SHEBOYGAN AREA SCHOOL DISTRICT.

ARTICLE II – Purpose

- A. Statement of Purpose - In accordance with WI State Statute 118.019  
The goal of the Human Growth and Development Citizens' Advisory Committee is to advise the school board on the design and implementation of the human growth and development curriculum and to review the curriculum (WI SS 118.019).

ARTICLE III – Relationship with Board of Education

- A. The Human Growth and Development Citizens' Advisory Committee shall be a clearinghouse for discussing problems and formulating recommendations for the school district and shall present such recommendations to the Board of Education, as is consistent with Article II. The committee shall be an advisory body. It shall not endeavor to direct the activities of the school administration or to control the policies of the Board of Education, but shall inform the Board of Education of the recommendations of the committee members.

ARTICLE IV – Powers and Duties

The powers and duties of the Human Growth and Development Citizens' Advisory Committee shall be:

- A. To select officers and to prescribe their duties and responsibilities.
- B. To adopt rules for procedures of the Committee.
- C. To study problems associated with the human growth and development curriculum as suggested by the school district staff, the Board of Education, members of the community, and members of the committee, and make recommendations to the Board of Education.
- D. To do such other acts as may be necessary and proper to achieve the organization's objectives in accordance with WI State Statute 118.019.

ARTICLE V – Membership

- A. In accordance with WI State Statute 118.019 the Committee shall be composed of parents, teachers, school administrators, pupils, health care professionals, members of the clergy, and other residents of the school district. No one category of member shall constitute more than one-fifth of the membership of the committee, except that parents may comprise more than one-fifth of the membership of the Committee. No more than one quarter of the members of the Committee may be made up of employees of the school district or their spouses or members of the school board or their spouses.

- B. The Committee shall be composed of no more than 17 members as follows:
- 5 Parents - Voting Members
    - Including representation of parents from elementary, middle, and high schools
  - 2 High School Students - Voting Members
  - 2 Health Care Professionals - Voting Members
  - 2 Members of Clergy - Voting Members
  - 2 Community Members - Voting Members
  - 2 Teachers - Non-Voting Members
    - 1 middle school health teacher
    - 1 high school health teacher
  - 1 Board of Education Member - Non-Voting Member
  - 1 Human Growth and Development Coordinator - Non-Voting Member
- C. All voting members shall reside, serve the Sheboygan Area School District, or be a parent of a student, or a student in the Sheboygan Area School District. Voting members may not be related to an employee of the District (spouse/partner, child, parent, or sibling).
- D. Voting members of the Committee shall be appointed by the Board of Education from a list of nominees recommended by the Human Growth and Development Citizens' Advisory Committee.
- E. The president of the Board of Education, or his/her designated representative, the human growth and development coordinator, and representative school staff may be non-voting, ex officio members.
- F. As voting member vacancies occur on the Committee through term limitation, resignation, attrition, and/or failure to attend meetings, these vacancies will be filled by the Board from a list of nominees. Parent positions will be filled in a manner which ensures representation from elementary, middle, and high schools.
- G. If a member of the Committee misses three consecutive, regular meetings of the Committee, either the position shall be filled from the list of nominees and/or a call for nominees shall be made.
- H. The term of office of voting members of the Committee shall be three years.
- I. The term of office of voting members will begin July 1 and end on June 30.
- J. Nominees filling vacancies occurring during the year due to resignation, attrition, and/or failure to attend meetings will begin their term of membership following the Board of Education's approval of their appointment to the Committee. Such nominees shall complete the remainder of the unexpired term.
- K. Vacancies will be promoted through the SASD website and board reports. Vacancies shall be posted for a minimum of 30 days. Interested applicants will be asked to submit a letter of application explaining their interest in the position and any relevant background information.

#### ARTICLE VI – Committee Operation

- A. Each voting member of the Committee shall have one vote on all matters brought before the Human Growth and Development Citizens' Advisory Committee for formal action. A quorum of the voting membership is required to constitute a meeting at which action can be taken.

- B. The Committee shall reorganize annually in May, at which time planning for the year's activities of the Human Growth and Development Citizens' Advisory Committee for the Sheboygan Area School District shall take place.
- C. The Committee shall approve all recommendations to the Board of Education by a majority vote of the quorum present before submitting them in writing to the Board of Education.
- D. The human growth and development coordinator shall be responsible for providing needed information and services to the Committee.

#### ARTICLE VII – Officers

- A. The officers of the Human Growth and Development Citizens' Advisory Committee shall be a chair, a chair-elect, and a secretary, elected by the Committee from its voting membership at its May meeting. Officers shall serve for one year in their designated position and may be re-elected once. Officers who miss two consecutive meetings without just cause shall be relieved of their office and a replacement shall occur by a majority vote of the quorum present.
- B. The chair shall preside at all meetings; shall assist in the preparation of the agenda; and shall assist in the presentation of reports to the Board of Education and the community. The chair-elect shall serve in the absence of the chair; shall assure the maintenance of the membership list; shall assist with the orientation of new members; and with staff assistance, shall assure the notification to the members of all meetings. The secretary shall review the minutes of the meetings; shall, in the absence of staff, record the minutes; and with the chair, shall prepare the reports with the Committee.

#### ARTICLE VIII – Meetings

- A. The Committee shall hold a minimum of one annual meeting. Additional meetings will be held on an "as-needed" basis. The date, time, and place of all meetings shall be determined by the Committee and public notice shall be provided in accordance with the Wisconsin Open Meetings Law.
- B. Whenever necessary, special meetings shall be called by the chair or by a majority of the Committee, or by the human growth and development coordinator, or at the request of the Board of Education of the school district.
- C. All meetings shall be open to the public except if a closed session is warranted under §19.85 (1) Wis. Stats. However, the responsibilities of making motions and voting will be limited to voting members of the Committee. Any member of the Committee may propose an item for the agenda of any regular meeting and may speak to any issue before the Committee.

#### ARTICLE IX – Rules of Order

- A. The Committee procedural rules shall be approved by the Board of Education.
- B. Suggested amendments to the *Committee Procedural Rules* of the Human Growth and Development Citizens' Advisory Committee shall be approved by a majority of the quorum present and shall be transmitted to the Board of Education for their approval.
- C. A quorum shall consist of a majority of the voting members of the Committee.
- D. Robert's Rules of Order Newly Revised shall be the parliamentary authority for the Human Growth and Development Citizens' Advisory Committee. The human growth and development coordinator to serve as the parliamentarian.