



# **Chancellor's Parent Advisory Council BYLAWS**

**APPROVED  
11/19/2020**

## **DEFINITIONS**

The following definitions apply for purposes of these Bylaws:

The term Parent means the student’s parent or guardian, or any person in a parental or custodial relationship to the student, including: birth or adoption parent, step-parent, legally appointed guardian, foster parent, and “person in parental relation” to a child currently attending a NYCDOE public school. **Approved & adapted 10/15/2020**

The term Constituent bodies are defined as Presidents’ Councils, District 75 Presidents’ Council, and High School Borough Presidents’ Councils/Federations.

The term Chair includes co-Chairs.

The term President includes Co-Presidents.

The term Designee refers to the permanent Representative of a Presidents’ Council/Federations of their district elected to serve on CPAC in place of the president.

The term Alternate refers to a temporary representative member of their presidents’ council selected by the president/designee to represent their district at CPAC (must do so in writing to the Chair(s) for each meeting).

The term Outgoing Members refers to members who were a voting member the prior year and were not re-elected.

The term Non-Voting Member refers to a President/Co-Presidents and/or Chair/Co-Chairs of a Presidents’ Council/Federation who are not the CPAC designated representatives.

The term Alumni refers to a former voting member and/or a parliamentarian who served on CPAC.

The phrase in writing shall include email correspondence.

The term Days refers to calendar days. The term days refers to calendar days. By adding “include Saturday and Sunday.

The term Parliamentarian refers to a consultant appointed by the chair(s) who advises the chair(s) other officers, committees and members on matters of parliamentary procedure and execution of laws and regulations as outlined in CPAC’s By-laws.

The term Autonomous refers to CPAC having the sole authority to govern its own affairs.

**Article I - Name**

The name of the organization shall be the Chancellor’s Parent Advisory Council (CPAC).

**Article II - Purpose**

The purpose of the organization shall be:

- a. To advise the Chancellor, based on input from our members (as defined in Article III), on policies and initiatives of the Department of Education that affect our constituent bodies and New York City (“NYC”) public school students;
- b. To inform our constituent bodies about matters affecting the education and welfare of NYC public school students, based on input from our members;
- c. To take an active role in the decision-making process concerning the education and welfare of the NYC public schools and students;
- d. To assist and support our constituent bodies in raising the awareness and participation of parents in the education of their children;
- e. To assist and support our constituent bodies in recruiting and training parents to be involved in district- and school-level governance; and
- f. To develop and assist in the training of CPAC members.

**Article III - Membership and Qualifications:**

Section 1     Voting Members

- 1.1     The voting membership shall consist of the president or designee of each of CPAC’s constituent bodies, namely: District Presidents’ Councils, District 75 Presidents’ Council, and High School Borough Presidents’ Councils/Federations. Should a Council/Federation elect co-presidents, the co-presidents will decide which will serve as the CPAC voting member. Should the Council/Federation select a designee to serve as the CPAC voting member, the designees must be approved by their respective Presidents’ Council/Federation membership.
- 1.2     There shall be only one (1) vote from each District Presidents’ Council, one (1) vote from District 75 Presidents’ Council and one (1) vote from each Borough High School Presidents’ Council/Federation. Each Presidents’ Council/Federation is required to notify CPAC in writing or via email the name of its official voting member for the year. This position cannot rotate. Presidents’ Councils may change their voting members with 10-days’ notice.

- 1.3 If a Presidents' Council voting member is unable to attend a CPAC meeting, the Presidents' Council president may select an alternate. Written notification must be provided to CPAC. If the alternate is the Presidents' Council president, he/she may participate fully. If the alternate is not the Presidents' Council president, the alternate is eligible to speak as a voting member (refer to Article X, Section 1) but may not vote as a CPAC member or act as a CPAC member at formal CPAC meetings or feedback sessions with the DOE, unless the Presidents' Council president/designee sends written notification to CPAC that the alternate has the authority to vote on behalf of their district.
- 1.4 If both the Presidents' Council/Federation designee to CPAC and the Presidents' Council President attend CPAC, only the designee is allowed to vote.
- 1.5 When the DOE requests formal meetings or feedback sessions with CPAC, these meetings/feedback sessions will be open to CPAC voting members only. When the DOE or any other entity or organization requests representation from CPAC, the chair(s) will appoint the representative(s) with the approval of the executive board, if time permits. Priority will always be given to voting members. The executive board will inform its membership of the appointment. The appointee will keep the Executive Board updated, and occasionally will be requested to present to the membership.
- 1.6 All voting members shall be certified in accordance with Chancellor's Regulation A 660 (CR A-660)
- Each year, on July 1 or as soon as practicable thereafter, CPAC's Chair shall request from the appropriate DOE official(s) the forms verifying each elected President and Designee of District Presidents' Councils, District 75 Presidents' Council, and High School Borough Presidents' Councils/Federations. CPAC's Chair shall also request in writing from the District Community and Borough High School Superintendents and from the appropriate DOE official(s) the names and contact information of District and High School Presidents' Council Presidents and their designees.
  - The following documentation may be used for verification:
    - a) Presidents' Council Election Certification Form
    - b) A copy of the minutes from the Presidents' Council election meeting in which the CPAC designation was voted upon, or
    - c) A letter or email from the President of the Presidents' Council designating the member as their representative.
  - Voting members who are not certified shall not be allowed to vote on any motion, including CPAC elections, until CPAC receives their verification.
  - Voting members shall notify the Chair immediately of any material change in their status with respect to the Presidents Council and/ or PTA/PA, including but not limited to removal or resignation from office.

- Voting members shall provide their contact information (email address and phone number where they may be reached) to the Chair.

Section 2 Non -Voting Members  
 President/Co-Presidents and/or Chair/Co-Chairs of a Presidents’  
 Council/Federation who are not the CPAC designated representatives.

**Article IV - Rights and Responsibilities of Members**

Section 1 Voting Members shall:

- attend and participate in meetings
- disseminate information to their constituents
- vote when a motion is called
- represent the views of their constituents
- serve on a CPAC committee
- serve on formal CPAC committees and/or feedback sessions with the DOE
- submit suggested agenda items in advance to a member of the CPAC Executive Board
- be eligible to serve as officers on the CPAC Executive Board
- be eligible to serve as a representative to Department of Education Committees
- inform CPAC’s Chair of any election in their council which impacts their office, including notification and contact information for their successor and
- follow parliamentary procedure and CPAC rules of conduct pursuant to these Bylaws.

Section 2 Non-voting members shall have the following rights and responsibilities:

- attend and participate in CPAC meetings;
- serve on committees and have a vote on any committee on which they serve;
- submit suggested agenda items in advance to a member of the CPAC Executive Board for consideration; and
- follow parliamentary procedure and CPAC rules of conduct pursuant to these Bylaws.

Section 3 Representation of CPAC  
 Voting and non-voting members may not represent CPAC without prior authorization from the CPAC Chair(s) including but not limited to: press conferences, city council hearings, public forums, organizational meetings, community meetings, DOE committee meetings and in media interviews.  
 (See Article III, Section 1.5)  
 Any written public statements on behalf of CPAC shall be approved by the CPAC Executive Board or Chair.  
 If time does not allow for membership approval at the monthly meeting, the Chair shall inform CPAC officers and voting members in writing.  
 Members must make it clear when views they are expressing are their own personal views as opposed to CPAC’s agreed upon positions.

## Article V - Officers and their Elections

### Section 1 Officers

The officers of CPAC shall be:

- Chair (For the purpose of these Bylaws, the office of Co-Chairs means two CPAC members who shall share the responsibility of the role.)
- Recording Secretary
- Treasurer
- First Vice-Chair
- Second Vice-Chair
- Corresponding Secretary
- Parliamentarian

### Section 2 Eligibility

- 2.1 Eligibility for all offices (except Parliamentarian) of the CPAC Executive Board is limited to CPAC voting members (see Article III, Section 1.)  
However, if the appointed Parliamentarian is a president/designee approved by its respective Presidents' Council/Federation membership having submitted his/her certification then the Parliamentarian may vote on CPAC's formal affairs.  
(see Article V, Section 5, 5.7)
- 2.2 Eligibility for the office of Chair,-First Vice-Chair and Second Vice-Chair is limited to those Voting Members who have:
- (a) Submitted their authorization/documentation/certification; and
  - (b) Attended at least six (6) general meetings during the previous thirteen months;  
and
  - (c) Served on CPAC as a voting member during the previous academic school year.

### Section 3 Term of Office

- 3.1 The term of office for all officers shall be for one year, beginning with the October CPAC meeting to the following year's October CPAC meeting, or until a successor is elected.
- 3.2 In the event a district Presidents' Council holds its annual election before the October CPAC meeting and its representative to CPAC changes, the newly-elected (incoming) representative or designee alone shall exercise that district's voting rights on CPAC. Where the outgoing district representative is also an officer of CPAC, however, the outgoing representative shall continue to perform the duties of his/her office, as a non-voting member, until a successor is elected.
- 3.3 No officer shall serve more than two consecutive terms in an office. This condition may be waived for one additional term only should there be no eligible and willing candidate.

Section 4     Vacancies

- 4.1     A vacancy occurring in the office of the Chair shall be filled by the First Vice-Chair for the remainder of the term. A vacancy occurring in the office of Co-Chair shall be filled by the remaining Co-Chair for the remainder of the term. The Co-Chair then has the option of requesting that the First Vice-Chair serve as the other Co-Chair. However, if the remaining Co-Chair determines that he/she is unable or unwilling to serve, he/she must resign and the office shall be filled by the First Vice-Chair for the remainder of the term. Under either of these circumstances, the First Vice-Chair who has now become Chair may choose a new Co-Chair among CPAC's voting members, who must be approved by the membership at the next regular meeting of CPAC.
- 4.2     A vacancy occurring in the office of First Vice-Chair shall be filled by the Second Vice-Chair for the remainder of the term.
- 4.3     A vacancy occurring in the office of Second Vice-Chair, Recording Secretary, Corresponding Secretary, or Treasurer shall be filled by a special election conducted with notice to the membership at the next regular meeting of CPAC.
- 4.4     Officers who wish to resign their positions once an election has been held must do so in writing to the Chair. At that time shall turn over all records to the Recording Secretary and/or Chair.
- 4.5     In the event of the resignation of the Recording Secretary, she/he must do so in writing to the Chair and at that time shall transfer records to the Chair.
- 4.6     CPAC ceases to function only in the event that it has no Chairs. It must then follow procedures as outlined in Article 5, Section 10.2.

Section 5     Duties of Officers

- 5.1     The Chair shall preside at all meetings of the membership. She/he shall plan and direct the work necessary to carry out the policies and programs adopted by the membership. She/he shall appoint a Parliamentarian. The Chair is a member, *ex officio*, of all committees except the Nominating Committee. The Chair acts as executive officer and representative for the organization.
- 5.2     The First Vice-Chair, as a member of the Executive Board, shall assist the Chair in planning and implementing the policies and programs adopted by the membership. The First Vice-Chair shall oversee all CPAC committees. The First Vice-Chair shall assume the duties of the Chair in the absence of the Chair.
- 5.3     The Second Vice-Chair, as a member of the Executive Board, shall assist the Chair in planning and implementing the policies and programs adopted by the

membership. The second vice Chair shall assume the duties of the First Vice-Chair in the absence of the First Vice-Chair.

- 5.4 The Recording Secretary, as a member of the Executive Board, shall assist the Chair in planning and implementing the policies and programs adopted by the membership. The Recording Secretary shall take minutes at all Executive Board and General Membership meetings, bring copies of draft minutes to monthly meetings for approval by the membership; maintain records of approved minutes; and see to the public posting of approved minutes. She/he shall be responsible for keeping attendance records. She/he shall keep a copy of the bylaws and have them made available to the membership. All documentation/certifications forms/authorizations should be kept on file for 3 years. The Recording Secretary shall assume the duties of the Corresponding Secretary in the event the Corresponding Secretary position is not filled.
- 5.5 The Corresponding Secretary, as a member of the Executive Board, shall assist the Chair in planning and implementing the policies and programs adopted by the membership. The Corresponding Secretary shall be responsible for distributing notice of all council meetings. She/he shall be responsible for maintaining an accurate and up-dated list of the membership, with contact information. She/he shall be responsible for forwarding communication to the Chair; preparing correspondence at the request and subject to approval of the council and/or the Chair; maintaining a membership listserv; and maintaining a record of in-coming and out-going correspondence. The corresponding secretary is responsible for maintaining the CPAC website, including an email address for general inquiries.
- 5.6 The Treasurer, as a member of the Executive Board, shall assist the Chair in planning and implementing the policies and programs adopted by the membership. In the event that CPAC funds become available, the treasurer shall be responsible for the transfer of CPAC monies to the bank accounts of CPAC, maintaining all deposit slips with appropriate identification of funds, and maintaining an updated record of income and expenditures. The treasurer must be one of the signatories on all checks; other signatories must be selected from the members of the Executive Board. He/she shall provide a financial report at general monthly membership meetings. He/she shall be responsible for Metro card distribution at CPAC meeting(s) in conjunction with the DOE. If the treasurer is absent, this responsibility shall be assigned to the Corresponding Secretary or another Executive Board member.
- 5.7 The Parliamentarian is a member of the Executive Board, appointed by the Chair. If the person is a current voting member (having submitted his/her authorization/documentation) of CPAC, then she/he continues to have a vote, but if that person is not a current voting member then he/she serves as a member of the Executive Board without a vote.

## Section 6 Nominating Committee

- 6.1 The Nominating Committee shall consist of three voting members of CPAC



and/or outgoing members all of whom are to be approved by consensus/vote at the September meeting. In the event that, CPAC is unable to obtain the 3 volunteers for the nominating committee then CPAC can vote up to 2 Alumni to be members of the nominating committee.

6.2 The Nominating Committee shall canvass the membership in writing for recommendations of candidates for all positions. The current Chair is required to facilitate this communication.

6.3 Members of the Nominating Committee shall not be eligible to run for office.

#### Section 7 Nominations

The Nominating Committee shall present eligible candidates to the membership at the October Election Meeting; additional nominations shall be permitted from the floor after the approval of the September minutes.

#### Section 8 Notice

Notices and a tentative agenda for the October Election Meeting shall be distributed in writing no less than ten (10) days prior to the date of the October Election Meeting. It shall list all candidates in alphabetical order under the office for which they are nominated. Nominations made from the floor shall be added to the ballot.

#### Section 9 Election

9.1 The Nominating Committee shall be responsible for conducting the elections and maintaining minutes for the Election Meeting;

9.2 The Nominating Committee should read the duties of each officer prior to election;

9.3 All candidates must be present at time of election unless they have informed the nominating committee in writing of a conflict; and

9.4 All candidates shall have up to two (2) minutes speaking time at the candidate forum prior to the election. A candidate excused as per Section 9.3 above may submit a written statement to the nominating committee to be read by a member of the nominating committee during the candidate forum.

9.5 Nominations for a full slate will proceed and the core positions of Chair/Co-Chairs, Recording Secretary and Treasurer must be filled to be able to conduct future business. Once a full slate is completed for nominations, elections will occur for one position at a time as listed in Article V, Section 1 to allow members to run for more than one position. Members can only accept one position and must do so once the election for a position occurs.

9.6 FACE shall assist to help determine authorized voters.

9.7 Membership Election Binding Decision

Should issues or concerns arise at the October election (or otherwise changed/amended for pandemic, incidents or impending occurrences) meeting regarding pre-election procedures, voting members at the October election meeting shall discuss the issues or concerns and determine by majority vote whether the election should proceed. The final decision by vote of the voting members present shall be binding.

Section 10 Special Elections

- 10.1 Special Elections shall be conducted with 10 days written notice, if possible, to the Voting Members.
- 10.2 In the event that CPAC ceases to function because it has no chairs, a special meeting must be called for the next regularly scheduled CPAC meeting. If possible, 10 days' notice must be provided. CPAC voting members must select an individual to chair the elections. The election chair is not eligible to run for office. Nominations will be taken from the floor for all Executive Board positions, and elections will proceed as outlined in Article V, Sections 9.5, 11, 12, and 13.

Section 11 Voting Requirements

- 11.1 Each voting member of the council shall be entitled to one (1) vote in the elections. No person shall vote who is not the authorized voting member or designee.
- 11.2 Voting members/designees must be present in order to vote.

Section 12 Ballots

- 12.1 Voting shall be by ballot, prepared by the Nominating Committee. However, if there should be only one candidate for any office, the Recording Secretary shall make a motion to elect said candidate and the Voting Members shall then vote on the motion.
- 12.2 Names of candidates shall appear on the ballot in alphabetical order under the title of the office for which they are nominated.
- 12.3 Ballots shall be counted immediately by the Nominating Committee and in the presence of the members. Each nominee has the right to appoint an observer for the count of ballots, if they so choose.
- 12.4 Ballots shall be maintained by the Recording Secretary for a period of 6 months after the October election or any special election.

Section 13 Installation of Officers

- 13.1 Installation of officers shall occur at the close of elections.
- 13.2 A meeting between incoming and outgoing officers shall be arranged within seven (7) days after the election for the transfer of records and property.
- 13.3 Any officer who fails to turn over records, keys, electronic documentation, listserv, etc., shall be prohibited from serving as an officer of CPAC thereafter.

**Article VI - Disciplinary Action**

Self - determination is essential for the functioning of CPAC, there are circumstances that may require corrective and/or disciplinary action for their protection. Corrective or disciplinary action is appropriate when a member(s), non- voting member(s) of CPAC violate laws, policies, rules and regulations or threaten the rights of our members.

Section 1 Removal of Officers

- 1.1 Any officer who fails to attend three (3) consecutive calendar meetings (for the purposes of Article VI, meeting refers to both General and Executive board meetings) may be removed from office by the recommendation of the Executive Board and two-thirds (2/3) vote of the membership present at the third meeting or thereafter.
- 1.2 Any officer who fails to attend (5) meetings may be removed from office by the recommendation of the Executive Board and two-thirds (2/3) vote of the membership present at the sixth meeting or thereafter.
- 1.3 Any officer who fails to turn over the records to the incoming Executive Board in accordance with Article V of these Bylaws shall not serve as an officer of CPAC thereafter.
- 1.4 A) Criminal Wrongdoing or Misconduct  
Complaints or allegations of criminal wrongdoing whether from CPAC members, designees, non-voting members and/or other participants must be reported to the executive board, if necessary to the police and/or the proper authority. Those under investigation by officers of the law may be removed from CPAC and prohibited from serving on CPAC's executive board, CPAC's AD-HOC Committees and all Standing Committees of the membership. Decisions to remove or prohibit an officer, member, non-voting member and/or participant from CPAC's affairs will be reviewed on a case by case basis by recommendations of the executive board and voted on by two-thirds (2/3) vote of its membership present at the next general membership meeting.
- B) Threats or Risk to Others  
Complaints or allegations of threatening behavior, or harassments of any kind by a CPAC voting member/designee, non - voting member and/or participant will not

be tolerated and must be reported to the police and/or the proper authority. (See Section 1, 1.4) CPAC's voting member/designee, non-voting member and/or participants whose conduct presents a threat, harm or risk to members, non-voting members or guests of CPAC may be removed/prohibited from attending, participating in general meetings, AD HOC Committees and/or all Standing Committees whether in person or virtually from CPAC's affairs. This may include frequent verbal abuse and unnecessary aggressive behavior, demeanor or speech during in person or virtual(include livestream)and/or in chat during CPAC's business which serves to intimidate and causes others to have concern for their personal safety. Such occurrences if necessary will be reported to the police and/or the proper authority.

Decisions to remove or prohibit an officer, member, non-voting member and /or participant from CPAC's affairs will be reviewed on a case by case basis by recommendations of the executive board and voted on by two-thirds (2/3) of its membership at the next general membership meeting.

C) Officer Negligence

Members of CPAC found and reported to be negligent in their duties and responsibilities under their titles as outlined in CPAC's bylaws are subject to removal. (See Section 1: 1.1, 1.2, 1.3 & Section 2)

D) Conflict of Interest

Members of CPAC and/or participants who serve on committees should remove themselves in respect to CPAC's interests and affairs such as conflict with work affiliations and other private interests. When necessary, the decision to remove a member, and/or participants will be reviewed and investigated. A member may be prohibited from serving by a two-third (2/3) vote of the membership present at a general membership meeting.

Section 2 Removal of Members

CPAC Executive Board reserves the right to contact a district presidents' council if it has not been represented at 3 consecutive CPAC general membership meetings. The CPAC Executive Board may recommend replacement of the district representative in such an instance.

Section 3 Grievances

Grievance Procedures:

Voting Member(s) who believe an election was conducted improperly may submit an election grievance to the parliamentarian at CPACParliamentarian@gmail.com and to infocpacnyc@gmail.com The Parliamentarian/CPAC immediately will inform the voting members by email. Voting members, Non-Voting members and Alumni present on the day of the election will be emailed seeking and announcing the need to form a grievance review committee with no more than 9 members. Members will be selected on a first come first served basis. The Grievance Review Committee(GRC) composed of a majority of CPAC Voting members and the remaining of Non -Voting

members and/or Alumni of neutral and unbiased affiliation.

If possible, the GRC will be constituted within 3 days of receiving the grievance. The complainant(s) cannot take part in his/her own investigation. Such member(s)/complainant(s) and members who are the subject(s) of grievance shall not be allowed to participate in the grievance review committee to maintain integrity, fairness, unbiased and just decision of the committee. Election grievance submissions must be submitted in writing and will be responded to in writing, in a timely manner as defined in CPAC's bylaws.

1. Filing an Election Grievance

Must be submitted in writing to CPAC and must state the name of the complainant(s) and include a telephone number and/or an email address where they may be contacted. \*Anonymous complaints, verbal or telephone complaints will not be accepted. Must be submitted no later than 5 days after the election meeting or announcement of results, if later. Must cite a specific violation of the CPAC's bylaws .

2. Election Grievance Decision

No later than 14 days after receiving the grievance, the GRC will issue a written notification of findings and consequent recommendations to the council. CPAC will then vote on whether or not to accept the recommendations at the next general membership meeting.

3. Appeal of Election Grievance Decision

Decisions and outcome of the grievance may be appealed. Appeals must be submitted in writing to the parliamentarian and CPAC no later than 5 days after the decision was rendered. Then CPAC, will in turn inform the voting members of the appeal. The voting members after receiving the appeal will render a decision by vote of the membership present at the next general membership meeting. The decision of the council is binding and final.

Grounds for reversal or modification are limited to:

**a)** If upon revision, an evident mistake interpretation was made of CPAC's By-laws.

**b)** Failure to follow the grievance procedures outlined in the CPAC's Bylaws.

**c)** New information becoming available that was not available at the time the decision was rendered. \*Please note that all decisions rendered by the Council will be made available to the public only upon request. When appropriate, personal identifiable information will be deleted from issued decisions.

Section 4 All Other Complaints & Disputes

CPAC will conduct an inquiry and resolution process for disputes or complaints raised among its members, in accordance with its applicable bylaws, policies, rules and regulations. As an independent, autonomous(self- governing) council, CPAC is responsible for resolving their own disputes.

4.1 Resolution Process

CPAC will first attempt to resolve disputes internally. CPAC's members alleging a violation of these bylaws or regulations must do so in writing to the Chair and to the Parliamentarian within 30 days of the occurrence. CPAC executive board will in turn inform the membership within 5 days of receiving the complaint. If applicable, the complaint(s) will be discussed during a general membership meeting or special meeting schedule by the Chair(s). (See Article VIII Section 1, 2.)

a) CPAC member(s) must discuss the alleged violation and vote on an appropriate resolution.

b) If the subject of matter can't be resolved internally among its members then CPAC will form a Grievance Review Committee(GRC). The GRC will review the issues presented and provide findings and recommendations no later than 1 calendar month after the original submission date. CPAC will then vote on a final resolution which is binding and final at the next general membership meeting.

**Article VII - Executive Board**

Section 1 Composition

The Executive Board shall consist of the Officers of the Chancellor's Parent Advisory Council: Chair, First Vice-Chair, Second Vice-Chair, Treasurer, Recording Secretary, Corresponding Secretary, and Parliamentarian.

Section 2 Duties

The Executive Board shall:

- convene Executive Board meetings on a monthly basis.
- submit resolutions to members for approval prior to entering agreements with the Department of Education. (See Article III, Section 1.5)
- provide technical assistance to District Presidents' Councils, District 75 Presidents' Council, and High School Borough Presidents' Council; and
- provide reports to the membership summarizing activities conducted and or attended between general membership meetings.

Section 3     Requirements

- 3.1     Officers shall be required to attend all Executive Board meetings and shall be subject to removal in accordance with Article VI of these Bylaws.
- 3.2     Resignations or vacancies shall be filled according to Article V of these Bylaws.
- 3.3     Executive Board Meetings are to be held in venues available to the membership.

Section 4     Quorum

The presence of three (3) Executive Board members shall constitute a quorum.

Section 5     Orders of the Day/Agenda

The agenda must be developed by the CPAC Executive Board and submitted to the membership in writing 10 days prior to the meeting.

**Article VIII. Meetings**

Section 1     General Membership

- 1.1     Regular monthly meetings of this organization shall be held on the second Thursday of the month during the school year and July, unless otherwise rescheduled. In the event that such a date falls on a legal holiday, the chair, with the approval of the Executive Board, shall select another date. The membership has the right to schedule meetings in July and August, if deemed necessary.  
CPAC General Membership Meeting is held in person and/or virtually. Whenever possible both options should be offered to the membership. Meetings dates and log-in info & call in option should be included and sent ahead to the membership.
- 1.2     Notices:  
Notices must be sent to the membership at least 10 calendar days prior to the meeting.
- 1.3     Quorum  
The presence of ten (10) duly authorized voting members shall constitute a quorum.

Section 2     Executive Board Meetings

- 2.1     Executive board meetings of this organization shall be held once a month. Notice of executive board meetings must be sent to the membership of the organization.

Section 3 Special Meetings

The Chair may call a special meeting. If time allows, written notice shall be given to all members. In addition, the Chair must call an emergency meeting upon the written request of five (5) voting members. Quorum remains the same.

**Article IX - Committees**

Section 1 Standing Committees

1.1 The Standing Committees of CPAC shall include:

- a) Bilingual/English Language Learners (ELL)
- b) Special Education
- c) Title 1
- d) Legislative/Lobby Day/CPAC Position
- e) Capacity Building & Support
- f) Communications
- g) High School
- h) Alumni
- i) Wellness (Health & Safety)

1.2 Voting or appointed non-voting members, can Chair a committee. Each committee is required to have at least one voting member.

Section 2 Committee Members

2.1 Committee Meetings shall be held monthly when applicable and as deemed necessary by the committee chair. Meetings should take place in-person at a venue convenient to the committee and/or virtual platform to accommodate as many of its members schedules and availability. Meetings must not be held in private homes. If meeting virtually, log-in info must include a call-in option and sent to all committee members. Meeting schedules are defined and scheduled by the committee chair.

2.2 Members of the general public may serve on committees and can vote on that committee for which they serve.

2.3 Committee sign-up sheets shall be distributed at the October and November meetings, although members are welcome to join committees at any time. All committees shall select their own Chairpersons. When necessary, the Chair of CPAC shall appoint a Chair Pro-tempore (pro-tem) to any committee.

Section 3 Ad Hoc Committees

Ad Hoc committees shall be established as necessary by the membership.

- (a) Any member can request the formation of a committee, which requires the approval of the Executive Board
- (b) The Nominating Committee shall be convened yearly to conduct officer



elections.

(c) The Bylaws Committee shall be convened a minimum of every two (2) years to review the bylaws.

(d) Grievance Review Committee (GRC)

The GRC shall be convened as necessary(as described in Article VI Section 3)

when a grievance, complaint or dispute is filed. The GRC will be responsible for reviewing and investigating alleged matters. Members of the GRC shall not include any complainant(s) or grievant(s) to maintain impartiality, fairness, unbiased decisions as well as to prevent minor disagreements developing into more serious disputes and/or allegations. (See Article IX Section 3).

## **Article X - Rules of Conduct and Parliamentary Procedures**

### Section 1 Speaking Time

1.1 The privilege of speaking to an agenda item shall be in the following order:

- Executive board,
- Voting members, and
- If time permits non-voting members, members of the general public recognized by the Chair and assisted in monitoring the meeting by the Parliamentarian.

CPAC Chairs will do their best to make sure that as many people as possible have an opportunity to speak during the course of the meeting. To ensure this there will be times when the Chairs will not call on someone who has just spoken. Please understand this is an attempt at fairness.

1.2 Persons entering Tweed Courthouse for CPAC meetings shall NOT wander around the building or enter into offices without the permission/invitation of Department of Education personnel.

### Section 2 Seating Arrangements

2.1 All voting members have first seating preference at the table and must be clearly identified by displaying the membership identification plaque.

2.2 For the purpose of voting on any CPAC business, only the voting member or designee shall be seated at the table.

### Section 3 Parliamentary Procedures

CPAC Bylaws shall be the governing document and CPAC's Meeting Procedures & Standing Rules(one pager). Roberts' Rules of Order (Newly Revised) shall be used to govern, unless inconsistent with these bylaws.

**Article XI -Amendments**

Any member may propose an amendment to these Bylaws by submitting it in writing to the Executive Board. The proposed amendment(s) to these Bylaws must include no less than five (5) signatures of the voting Council members. The Executive Board must include proposed amendments and make amendment recommendations to the membership at the next regularly scheduled meeting. The membership is not bound by the recommendations of the Parliamentarian or the Executive Board. Notice must be sent to the membership 10-days prior to voting on the proposed amendment at the next regularly scheduled meeting. A two-thirds (2/3) vote of the voting membership present shall be required to adopt the proposed amendment(s).

These bylaws as set forth above have been voted on and approved by the membership. The most recent amendment was approved, in accordance with the provisions of Article XI, at the membership meeting held on November 19, 2020. A copy of the signed Bylaws is on file with the Recording Secretary, Chair, and Parliamentarian. A copy is also available on CPAC’s website. Bylaws must be made available to the membership upon request.

Signed By:

\_\_\_\_\_  
Marco Batistella, Co-Chair

\_\_\_\_\_  
Jimmie Brown, Co-Chair

\_\_\_\_\_  
Celia Green, 1st Vice Chair

\_\_\_\_\_  
Martha Kessler, 2nd Vice Chair

\_\_\_\_\_  
Jessica Zilo, Recording Secretary

\_\_\_\_\_  
Lourdes Jibodh, Treasurer

\_\_\_\_\_  
Corresponding Secretary

\_\_\_\_\_  
Marie D. Plaisir, Parliamentarian