



Chancellor's Parent Advisory Council

Tweed Courthouse *52 Chamber Street, New York 10007 / Email: infocpacnyc@gmail.com

CPAC Parent Advisory Council Board

Co-Chairperson – Shirley Aubin

Co-Chairperson – Randi Garay

1st Vice Chairperson – Jimmie Brown

2nd Vice Chairperson – Jazzy Rivera

Recording Secretary – Gladys Gomez

Treasurer – Lidia Esposito

Corresponding Secretary – Angela Torres

Parliamentarian – T/B/D

Livestream Coordinator – Charlene Dawson

Website: www.cpacnyc.com / Twitter: @cpacnyc

Facebook: <https://www.facebook.com/cpacny>



infocpacnyc@gmail.com

Minutes: May 09, 2023

CPAC Virtual Special Bylaws Meeting

May 09, 2023

Meeting was held via Zoom and was not live streamed on YouTube.

Call to Order:

Meeting was called to order at 10:00 AM

Roll Call – Districts / Boroughs in Attendance:

D3, D4, D5, D8, D10, D13, D20, D21, D24, D25, D27, D28, D29, D30, D32, Bronx HS, and Queens HS.

Discussed Proposed:

DEFINITIONS

The following definitions apply for purposes of these Bylaws:

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

Article V - Officers and their Elections

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.
(Alumni to be removed)

Article VI - Disciplinary Action

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 (to be removed).**

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 (to be removed)**
- 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.

Article V - Officers and their Elections

Section 5 **Duties of Officers**

5.7 The Parliamentarian **is a (Parliamentarian will be removed as a member of the board)** member of the Executive Board appointed by the Chair(s). She/he shall be someone who has knowledge of Robert's Rule of Order (RONR), either credentialed as a Registered Parliamentarian (RP) and /or qualified to serve by completing and passing a training with the National Association of Parliamentarians (NAP), able to advise the Chair(s), the Executive Board and other Council members on Standing Rules & Meeting Procedures adopted with the Parliamentary Authority (RONR) based on CPAC's Bylaws and related educational regulations.

Addition

must not be a CPAC voting member or non-voting member. He/she must be familiar with CPAC's Bylaws, Parent Organizations and NYCDOE structures.

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 (to be removed).**

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. (highlight to be replaced by two-thirds (2/3) of CPAC membership must be present at the next general membership meeting and the motion will be passed by a simple majority.

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. (highlight to be replaced by two-thirds (2/3) of CPAC membership must be present at the next general membership meeting and the motion will be passed by a simple majority.

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. (highlight to be replaced by two-thirds (2/3) of CPAC membership must be present at the next general membership meeting and the motion will be passed by a simple majority.

B) Threats or Risk to Others

Complaints or allegations of threatening behavior, or harassment 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. (highlight to be replaced by two-thirds (2/3) of CPAC membership must be present at the next general membership meeting and the motion will be passed by a simple majority.

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. (highlight to

be replaced by two-thirds (2/3) of CPAC membership must be present at the next general membership meeting and the motion will be passed by a simple majority.

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.

Should read:

Update **Article VI - Disciplinary Action** so all parts A,B,C, and D to **be clear and read the same:** two-thirds (2/3) of CPAC membership must be present at the next general membership meeting and the motion will be passed by a simple majority. The bylaws currently read, *voted on by two-thirds (2/3) of its membership at the next general membership meeting.*

Final Proposed Bylaws Amendments Changes Approved:

D03 Motion to Approve proposed finalized bylaws amendments.

D05 Seconded the motion.

Motion Passed. The Finalized Proposed changes passed unanimously. See below:

DEFINITIONS

The term Alumni refers to a former voting member, a Parliamentarian and / or a Livestream Coordinator who served on CPAC.

The term Livestream Coordinator refers to an individual appointed by the Co-chair(s) assigned to monitoring the Livestream (Online) for agenda related questions from the general public when acknowledged by the Co-chair(s) and assisted by the Parliamentarian.

The term Appointed refers to an individual assigned officially by agreement or decree (not elected) for a position, responsibility and/or title as established in the bylaws.

Article V - Officers and their Elections

Section 6 **Nominating Committee**

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 for up to 2 non-voting members to be members of the nominating committee.

Article VI - Disciplinary Action

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 and non-Voting members 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) is composed of a majority of CPAC Voting members and the remaining non-Voting members of neutral and unbiased affiliation.

Article IX - Committees

Section 1 Standing Committees

- 1.1 The Standing Committees of CPAC shall include:
- a) Multilingual Language Learners (MLL)
 - b) Special Education
 - c) Title 1
 - d) Legislative
 - e) Capacity Building & Support
 - f) Communications
 - g) High School
 - h) Wellness (Health & Safety)
 - i) Alumni*

*Defined as:

The term Alumni refers to a former voting member, a Parliamentarian and / or a Livestream Coordinator who served on CPAC.

Quarterly committee meetings to update and inform CPAC Alumni of current educational policies, Chancellor Regulations (CR), guidance by the DOE that affects PA/PTAs and Presidents' Councils. **Reminder: As per Chancellor's Regulations A660, PA/PTAs and Presidents' Councils are not allowed to have Alumni.** CPAC Alumni are to act as mentors and provide guidance when *asked*. A CPAC Alumni should be behind the scenes and not interfere in the everyday activities of the association or council which means they are only **OBSERVERS** and not part of the membership; this includes participating in meetings without permission or having a say in the decisions made by the association or council. CPAC Alumni are not part of an association or council's committees as per CR A660. Committees are for membership only. Lead by example and do not exercise undue influence to have the operation or bylaws amended for your own personal agenda to be actively involved in an association or council's business.

Article V - Officers and their Elections

Section 5 Duties of Officers

5.7

The Parliamentarian is appointed by the Chair(s) and is not a member of the board. She/he shall be someone who has knowledge of Robert's Rule of Order (RONR), either credentialed as a Registered Parliamentarian (RP) and /or qualified to serve by completing and passing a training with the National Association of Parliamentarians (NAP), and / or is an experienced Parliamentarian with a notable track record, to be able to advise the Chair(s), the Executive Board and other Council members on Standing Rules & Meeting Procedures adopted with the Parliamentary Authority (RONR) based on CPAC's Bylaws and related educational regulations. The appointed Parliamentarian must not be a CPAC voting member or non-voting member. He/she must be familiar with CPAC's Bylaws, Parent Organizations and NYCDOE structures.

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 and Corresponding Secretary.

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 (Non-Executive Board Member)
- Livestream Coordinator (Non-Executive Board Member)

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 violates laws, policies, rules and regulations or threatens the rights of our members.

1.1 Any officer who fails to attend (5) meetings may be removed from office by the recommendation of the Executive Board and a special virtual meeting to remove officers with 25 (represents 2/3 of the membership) members present at the sixth meeting or thereafter and the motion will be passed by a simple majority.

1.2 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 a special virtual meeting to remove officers with 25 (represents 2/3 of the membership) members present at the next general membership meeting or thereafter and the motion will be passed by a simple majority.

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 a special virtual meeting to remove officers with 25 (represents 2/3 of the membership) members present at the next general membership meeting or thereafter and the motion will be passed by a simple majority.

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 special virtual meeting to remove officers with 25 (represents 2/3 of the membership) members present at the third meeting or thereafter and the motion will be passed by a simple majority.

D08 - Motion to adjourn the meeting.

D05 - Second the motion to adjourn.

Meeting adjourned 11:34 AM.

The next Chancellor's Parent Advisory Council Virtual Monthly Meeting is Thursday, May 11, 2023.