

# **Boise School District - Parent/Community Advisory Council**

## **Organizational Structure and Bylaws**

### **Article I Name of Organization**

The name of the organization shall be the Boise School District - Parent/Community Advisory Council, also referred to as BSD-P/CAC or Advisory Council.

### **Article II Purposes and Functions**

The Boise School District - Parent/Community Advisory Council shall serve the District in an advisory capacity, recognizing as primary the administrative role of building principals and other district officers, and further recognizing that the legal responsibility to make policy decisions is delegated by the community to the Board of Trustees. Through continual involvement, a sound partnership can be developed between parents, the community, and the Boise School District that emphasizes trust and meaningful participation. In pursuing these aims, the Council shall focus upon a stated set of purposes creating the boundaries within which it shall operate. These purposes include:

1. To be a major representative voice of the parents and community in the Boise School District by serving in an advisory capacity to the Superintendent and the Board of Trustees.
2. When called upon, to serve as representatives on District-level committees, task forces, and study groups.
3. To help maintain effective and continuous communication between and within the Boise School District and community and to build closer home-school-community relationships and cooperation between parents and the school staff.
4. To become aware of and share ideas and information regarding school and community programs.
5. To promote stronger school-level parent organizations.
6. To promote cooperative relationships and programs between the schools and community.

## **Article III Membership**

### **Section I – Eligibility**

Membership in the Boise School District - Parent/Community Advisory Council shall be by individual school or by an at-large representative appointed by the Executive Board. Special groups or organizations within the school district shall be given opportunity for membership representation should it be deemed that these organizations are not appropriately represented by building groups.

### **Section II – Membership Year**

The membership year for the Boise School District - Parent/Community Advisory Council shall be June 1<sup>st</sup> through May 31<sup>st</sup>.

### **Section III – Membership Composition**

The membership of the Boise School District - Parent/Community Advisory Council shall be primarily composed of at least two (2) but no more than three representatives from each individual site/school. Two (2) representatives shall be parents of students enrolled in the building represented. It is also encouraged, but not mandatory, that each site/school select a representative that does not have children currently enrolled in the Boise School District and is seen to be a responsible representative of the community, which encompasses the local school from which he/she is selected.

Employees of the Boise School District may not serve as voting members of the Boise School District - Parent/Community Advisory Council

At least one representative shall be in place by June 1 of the previous school year to represent the building in summer planning and the September Advisory Council meeting.

The remaining representatives shall be in place not later than the last Friday in August. It shall be the responsibility of the school administrator to file an official membership record with the office of the Superintendent by the first Friday in September of each school year.

Any BSD- P/CAC member who has been elected to an officer position for the upcoming year and who might not be appointed in the following year (changing schools, etc.) will automatically be an At Large Representative.

#### **Section IV – Participation of the District Staff**

The Executive Board shall make every effort to maintain, as non-voting participants, representatives of the school district staff and Board of Trustees.

#### **Section V – Membership of the District Central Administration**

The Superintendent of Schools and the Deputy Superintendent shall maintain nonvoting memberships on the Executive Board and the Advisory Council and shall be represented at all regularly scheduled meetings of the Advisory Council.

#### **Section VI- Representation of the Boise School Volunteer Board**

The Chairman of the Boise School Volunteer Board shall be given the opportunity to participate as a non-voting member on the Executive Board and the Advisory Council and shall be present at all regularly scheduled meetings of the Advisory Council and the Executive Board and will report back to the Boise School Volunteer Board all actions and activities of the Advisory Council.

#### **Section VII – Membership At-Large**

Persons residing within the school district shall be given opportunity for membership in the Advisory Council on an at-large basis. These persons shall be selected for one-year terms by the Executive Board as voting members.

#### **Section VIII– Membership Obligations**

Representation for each school on the Advisory Council shall maintain consistent attendance and participation at all meetings and activities of the Advisory Council. Members of the Advisory Council, unable to attend a meeting or activity, shall inform the Executive Board Secretary. Those representatives missing more than three (3) regularly scheduled meetings in a single year, without proper notification, shall be subject to replacement on the Advisory Council.

#### **Section IX – Operating Guidelines**

Each year, the Executive Committee will publish a set of Operating Guidelines which shall include a role definition for key stakeholders. It shall be the obligation of all Advisory Council members to actively implement this role.

## **Section X – Membership Lists**

Addresses, phone numbers, or e-mail addresses of Boise School District - Parent/Community Advisory Council members are for the use of the Council members and District only and will not be given to individuals representing other organizations or political candidates. The Executive Committee must approve any requests for addresses, phone numbers, or e-mail addresses.

# **Article IV Officers and/or Executive Board**

## **Section I - Officers/Executive Board**

The officers and/or Executive Board of the Boise School District – Parent/Community Advisory Council shall be Chair, Vice-Chair, Secretary, Immediate Past Chair, Committee Chairs (which at a minimum shall include a Communications Chair and Legislative Representative), and the Boise School Volunteer Board Chair. Persons serving in these positions shall be from the voting membership of the Council. The Chair, Vice-Chair, and Secretary shall be elected during the school year previous to their term of service. Any elected member will automatically be an Advisory Council member for the following year.

## **Section II – Non-voting Members of the Executive Board.**

The Superintendent of Schools and Deputy Superintendent will serve as nonvoting members of the Executive Board.

## **Section III- Election of Officers**

The Chair shall appoint an Election Committee in March for the purpose of soliciting the membership for nominations of all persons interested in fulfilling the roles of officers for the following year. Unless otherwise determined by the Executive Board, the Chair of the Election Committee will be a person currently serving in the role of the past Chair. A slate of willing candidates to fulfill the roles of officers shall be presented to the membership by the Election Committee at the April meeting of the Council. The election of new officers will be done by written ballot at the May Council meeting, which will include absentee ballots received prior to the May meeting. Ballots shall be available to the voting membership prior to the May Advisory Council meeting. Ballots will be tallied and the announcement of new officers shall be at the May meeting. The Chair of the Election Committee shall disperse, collect, and record all ballots cast. At the conclusion of the May meeting, the new officers shall take office for the following school year.

An effort shall be made to elect a chair from those active executive committee members as a way to ensure a smooth transition from year to year.

#### **Section IV – Officer Representation Limitations**

To maximize participation and broaden representation, an effort will be made to limit the number of Boise School District - Parent/Community Advisory Council officers originating from the same school and quadrant.

#### **Section V – Term of Office**

All officers shall be elected for a term of one (1) year. No officer shall be elected for more than two (2) consecutive terms for the same office, nor more than three (3) years as an Advisory Council officer.

#### **Section VI – Powers and Duties**

The Executive Board shall be responsible for planning the business and programs of monthly meetings, preparing the annual budget, receiving project proposals and fulfilling other duties deemed appropriate. The Executive Board also shall be responsible for an annual evaluation of the Boise School District - Parent/Community Advisory Council operations and activities.

**Chair:** The Chair shall preside at all meetings of the Boise School District - Parent/Community Advisory Council and shall perform the duties prescribed by the bylaws. The Chair shall be a member and the Chair of the Executive Board (see Article V) and an ex-officio member of all other committees (except the Election Committee), fill vacancies on committees, appoint representatives to District task forces and study groups, prepare and administer the agenda and carry out actions as directed by the council membership. The Chair shall also be responsible for reports to the Board of Trustees for the annual report/evaluation of the Boise School District -Parent/Community Advisory Council.

**Vice-Chair:** In the absence of the Chair, the Vice-Chair shall preside. The Vice-Chair shall serve as a member of the Executive Board, and in the event of vacancy in the office of Chair, shall become Chair and assume the duties of the office for the remainder of the term. The Vice-Chair shall be responsible for committee orientation and guidance and shall act as a liaison between committees and the Executive Board.

**Immediate Past Chair:** In the absence of the Chair and Vice-Chair, the Immediate Past Chair, if available, shall be the presiding officer. The Immediate Past Chair shall serve as a member of the Executive Board and shall assist the Chair in an advisory role.

**Community Relations Facilitator:** The Boise School District Community Relations Facilitator, a non-voting member, will serve in a facilitation/support role to the Executive

Board. The Boise School District Community Relations Facilitator will be responsible for correspondence received or sent by the Executive Board and/or Advisory Council, the maintenance of an up-to-date Advisory Council mailing list, printing of routine communications (agendas, minutes, treasurer reports, and synopses) and the monthly information packet prior to Advisory Council meetings.

### **Section VII – Officer Vacancies**

In the event of a vacancy in an office other than Chair, the Executive Board shall appoint a member of the Advisory Council to fill the office for the remainder of the term. Should a vacancy occur in the office of Chair, the Vice-Chair shall become Chair and assume the duties of the office for the remainder of the term.

## **Article V Committees**

### **Section I – Standing Committees**

The standing committees of the Boise School District Parent/Community Advisory Council shall be established by the Executive Board as deemed necessary and will serve for a time deemed necessary by the membership. A list of these standing committees will be maintained in the operating guidelines. At a minimum there will be a Communications Committee.

### **Section II – Ad Hoc Committees**

Ad Hoc Committees shall be appointed by the Chair when deemed necessary by the membership and will serve for a time deemed necessary by the membership.

### **Section III– Election Committee**

The Chair shall appoint an Election Committee in March of each year for the purpose of soliciting the membership for nominations of all persons interested in fulfilling the roles of officers for the following year. The Election Committee shall also conduct the election of officers in May (see Article IV, Section III).

### **Section IV – District-wide Committees, Study Groups, Task Forces**

On the request of the Board of Trustees and/or Superintendent of Schools, the Executive Board shall appoint members of the Advisory Council to serve on Districtwide

committees, study groups, and task forces. These representatives shall assume the responsibility of reporting activities of these assemblies to the Executive Board and membership.

### **Section V – Committee Participation by Non-members**

All standing and/or Ad Hoc committees of the Council may employ the assistance of non-members of the Boise School District - Parent/Community Advisory Council to support committee tasks, roles, and responsibilities. The Committee Chair will submit names of non-members to the Vice-Chair for approval by the Executive Board prior to participation on committees. Non-members may not serve in the role of Committee Chair. All non-member committee participation shall be subject to renewal by the Executive Board on a semi-annual basis.

## **Article VI Meetings**

### **Section I – Annual Planning and Organization Meeting**

The Executive Board shall hold an annual planning and organizational meeting prior to the start of the school year. This meeting shall be open to all Advisory Council members. Those voting members present shall constitute a committee of the whole.

### **Section II – Meeting Schedule**

Meetings of the Boise School District - Parent/Community Advisory Council shall be held monthly (September through May) as arranged by the Executive Board. The meeting schedule may be arranged at the annual planning and organizational meeting so as to accommodate maximum participation opportunities for the membership. Revision of this schedule shall be by the consent of the membership.

### **Section III – Executive Board Meetings**

Executive Board meetings will be held monthly to set and structure meeting agendas and programs. Revision of the schedule shall be by consent of the Executive Board.

## **Article VII Voting**

### **Section I – Voting Body**

The voting body of the Boise School District - Parent/Community Advisory Council shall consist of each representative from individual schools and the officers of the Advisory Council.

### **Section II – Binding Vote**

A recognized and binding vote of the Boise School District - Parent/Community Advisory Council shall be a simple majority of the voting body that are present and voting.

### **Section III – Quorum**

A quorum of the Boise School District - Parent/Community Advisory Council membership shall be considered to be thirty (30) percent of the elected representatives of the Council.

### **Section IV – Endorsements**

The Boise School District - Parent/Community Advisory Council will not endorse products or political candidates. Advisory Council endorsements or recommendations shall require a two-thirds (2/3) approval vote of the membership present at a regular meeting.

### **Section V – Non-member Participation**

Attendance and participation at all meetings, programs, and activities of the Boise School District - Parent/Community Advisory Council by non-members is welcomed and desired. Non-member participation shall be exclusive of voting.

## **Article VIII Parliamentary Authority**

### **Section I – Parliamentary Authority**

Roberts Rules of Order (revised) shall be the guidelines used to govern operations of the Boise School District - Parent/Community Advisory Council in all cases in which they are deemed applicable and not in conflict with Advisory Council Bylaws.