



## Parent Advisory Committee

Draft Bylaws February 4 2014

**A. NAME**

The name of the Committee shall be the Parent Advisory Committee (PAC).

**B. AUTHORITY**

The Superintendent shall establish a Parent Advisory Committee at to satisfy the requirements of the Local Control Funding formula guidelines for a Local Control Accountability Plan process.

**C. FUNCTION**

The Parent Advisory Committee shall serve the Berkeley Unified School District in an advisory capacity on matters pertaining to District finances. The functions of the Parent Advisory Committee shall be: To Consult, review, and comment on the Berkeley Unified Local Control Accountability Plan.

**D. MEMBERSHIP**

The membership of the Parent Advisory Committee will be established as follows:

<b><u>Committee Members</u></b>	<b>#</b>	<b>Voting or Non-Voting</b>
<b>School-selected members</b>	23	Voting
One per each elementary school (11)		
Two per each middle school (6)		
Four from the high school (4)		
Two from B-Tech (1)		
One from the preschool program (1)		
<b>Superintendent-selected members (4)</b>	4	Voting
<b>District Staff</b> - Superintendent, Assistant Superintendent for Educational Services	2	Non-Voting
<b>Board of Education</b> – Two Directors	2	Non-Voting

**E. TERM OF MEMBERSHIP**

1. Members will serve in two year staggered terms, which commence on October 1 and may be reappointed for additional terms as long as it is mutually agreeable to the member and the school or Superintendent. The Board of Directors may recommend names to the Superintendent for the at-large positions.

2. A Committee member may resign prior to the end of a term by providing written notification to the Superintendent, with a copy to the Principal.

**F. VACANCIES**

Staff will inform the Superintendent of all Committee vacancies. The school shall then appoint a replacement member to the Committee in the same manner that initial selections were made. Replacement members will be appointed as needed to complete unfilled terms.

## H. **OPERATING RULES**

The PAC meetings will provide a limited amount of time at the beginning of every meeting for public input. Participation in the business of the PAC at the meetings is limited to regular members only.

### **CHAIRPERSON**

The Assistant Superintendent of Educational Services will serve as the Chairperson of the PAC.

### **ATTENDANCE**

It is essential that a representative attend all meetings. Unexcused absences may result in recommendation to the Superintendent that a Committee member be replaced.

### **MEETINGS**

Meetings shall be held regularly between January and May. Additional meetings may be held at the discretion of the Superintendent.

### **PREPARATION AND DISTRIBUTION OF AGENDA**

Agendas will be prepared with input from Committee members and staff, and will be mailed prior to each meeting to each member and staff representative.

### **MINUTES**

Minutes will be composed, prepared and distributed to Committee members at each Committee meeting. Final minutes will be distributed to the Superintendent.

### **RULES OF ORDER**

Roberts Rules of Order will be used as a guideline, but will not be strictly applied in order to maintain flexibility and to insure that everyone has an opportunity to be heard.

### **QUORUM**

A quorum will be 50% or more of the current voting membership at the time of each meeting.