

Oakland Schools Parent Advisory Committee By-laws

December 2007

Article I. By-laws and Amendments

Section 1. Definition—By-laws are a rule or administrative provision adopted by an organization for its internal governance and its external dealings.” *Black’s Law Dictionary (Abridged 8th Edition, Westlaw 2005).*

Section 2. Amendment—These by-laws may be changed:

- i. only at any regular PAC meeting;
- ii. after all members have had thirty days to consider the written proposal for changes;
- iii. when at least one half of the current membership is present for the vote; and
- iv. with at least a 2/3 majority of those present for the vote.

Article II. Responsibilities of the PAC

Section 1. An important enabling statute for PAC is found in the Michigan Department of Education Administrative Rules for Special Education, Rule 340.1838. It is so important that it is quoted in full as an addendum to these by-laws.

Section 2. The PAC shall act as the Parent Referent Group for Oakland Schools regarding matters of special education.

Article III. Membership

Section 1. Eligibility—A PAC member is a parent or guardian of a student:

- i. whose child has been determined eligible for special education services by an Individualized Educational Planning Team;
- ii. whose child has a current academic year Individualized Education Plan;

- iii. whose nomination as a PAC member has been approved by his or her local school board, advocacy organization or agency board, or public school academy board, as appropriate, or as a member at large by Oakland Schools; and,
- iv. whose approved nomination has been accepted and approved by Oakland Schools Board of Education.

Section 2. Member Term— While eligible, each member serves a three-year term.

Section 3. Member Absences—Absences from regular meetings are excused by contacting the PAC Chairperson before the meeting.

Any member(s) with three consecutive unexcused absences from regular PAC meetings, at the discretion of the Executive Board, will be contacted for consideration of maintaining membership.

The PAC Executive Board may make a recommendation to Oakland Schools to remove the PAC member after:

- i. contacting the PAC member for consideration of maintaining membership;
- ii. considering the member's circumstances; and
- iii. reviewing the member's attendance record.

Section 4. Member Obligations—Each PAC member is required to:

- i. attend meetings;
- ii. be responsible for contact with the district, organization, or agency, he or she represents;
- iii. be responsible for disseminating information distributed through the Oakland Schools PAC to any local parent organizations and local parent list serves.

Article IV. PAC Meetings

Section 1. Regular Meetings—Unless otherwise approved by a quorum, Regular PAC meetings are held on the first Wednesday of the month starting in September and ending in June except, where the first Wednesday falls on an Oakland Schools calendar holiday or vacation, then the second Wednesday is used.

Section 2. Open Meetings - An annual Open Meeting of the PAC is held for the purpose of taking action on recommendation(s) regarding the Oakland Schools' Special Education Plan. This action requires a voting of the membership. Additional PAC meetings may be conducted as Open Meetings when the PAC will be taking action upon a recommendation that may effectuate public policy.

Section 3. Minutes will be kept of all meetings of the PAC.

Article V. Notice of Meetings

Section 1. Regular Meetings—Written notice of the time, place and agenda of all regular meetings shall be given by the Secretary, working with OS support staff, to all members at least one week prior to the meeting date.

Section 2. Open meetings—Notice and agenda for open meetings shall be provided to the membership in the same manner as for Regular Meetings.

Section 3. The time, location and agenda of all PAC meetings will be posted on the PAC page of the Oakland Schools website. Monthly email reminders will be sent to the members. When the schedule changes from the posted dates and times, a hard copy meeting reminder will be sent to the members.

Article VI. Voting

Section 1. Each member shall have one vote.

Section 2. A majority of the votes cast by the members at a meeting and at which a quorum is present, if necessary, shall be sufficient to take or authorize action upon any matter which may properly be before the meeting, including the election of officers.

Section 3. Proxy votes are not permitted.

Article VII. Quorum

Section 1. A quorum will exist if two officers of the Executive Board and 20% of the current members are present.

Section 2. In the absence of a quorum, the members present shall have the power to adjourn from time to time until a quorum is present without any

notice other than an announcement at the meeting of the time and place of the adjourned meeting.

Article VIII. Authority

Except where inconsistent with these by-laws of the State of Michigan, Robert's Rules of Order (latest version) shall govern the conduct of the meetings of the PAC.

Article IX. Officers

Section 1. Term of office— The Executive Board consists of the Chairperson, Chairperson Elect, Past Chairperson and Secretary. The term offices are one year in length. The Chairperson Elect, after a one-year term, will move up to the office Chairperson. The Chairperson, after a one-year term, will move up to the office of Past Chairperson.

Section 2. Selection of Officers— At the April meeting of each year nominations will be taken from the membership or self-nomination. At the May meeting, with a quorum present, voting will take place for Chairperson Elect and Secretary by ballot.

- i. In the absence of a quorum present for the May meeting, an electronic format may be used.
- ii. Vacancies—The Executive Board may fill an officer vacancy by holding a special election.

Article X. Responsibilities of Officers

Section 1. The Chairperson shall:

- i. preside at all regular and special meetings of the PAC;
- ii. appoint, when necessary, individuals, special committees or subcommittees to carry out PAC functions;
- iii. develop agendas for regular and special meetings;
- iv. sign documents on behalf of the PAC.

Section 2. The Chairperson Elect shall:

- i. act in absence of the Chairperson;
- ii. perform all duties assigned by the Chairperson;

Section 3. The Past Chairperson shall:

- i. act in absence of the Chairperson and Chairperson Elect;
- ii. act as mentor and advisor of the Chairperson as needed;
- iii. bring matters of by-law revision to the PAC.

Section 4. The Secretary shall:

- i. act as recorder at meetings;
- ii. coordinate distribution of minutes with OS;
- iii. perform all other duties assigned by the Chairperson.

Article XI. Responsibilities of the Executive Board

Section 1. Each October, the Executive Board will propose objectives for the year to the general membership with input from the PAC members and subject to the majority vote of the members.

Section 2. The Executive Board will promote representation at Oakland Schools School Board Meetings.

Section 3. The Executive Board will coordinate with Oakland Schools leadership on the interpretation of these by-laws and legal duties.

Section 4. The Executive Board will develop new member packets.

Section 5. The Executive Board will generate communication on behalf of the PAC.

Article XI. Ad hoc Committees

Section 1. Ad hoc committees will be created annually to align with the PACs annual objectives.

Section 2. Ad hoc committees will be created in response to the needs of the countywide committees or Oakland Schools requesting the PAC as the parent referent group.

Article XII. Related Matters

Addendum to Parent Advisory Committee By-laws

R 340.1838 (Rule 138)

- (1) A parent advisory committee shall be appointed by each intermediate school district board.
 - (a) The parent advisory committee and its officers shall consist only of parents of students with disabilities with at least 1 parent from each constituent local school district and public school academy unless no parent agrees to serve on the parent advisory committee to represent the constituent local school district or public school academy.**
 - (b) Each constituent local school district board of education and each public school academy board of directors shall nominate at least 1 parent.**
 - (c) The intermediate school district board of education may nominate additional members not to exceed 33 1/3% of the total parent advisory committee membership.****
- (2) The intermediate school district board of education shall make every attempt to assure that all types of impairments and all identifiable organizations of parents of students with disabilities within the intermediate school district are represented on the parent advisory committee.**
- (3) The intermediate school district board of education may recommend operational procedures for parent advisory committee review and adoption.**
- (4) The intermediate school district shall secure or allocate fiscal and staff resources to the parent advisory committee to make it efficient and effective in operation.**
- (5) The parent advisory committee is responsible for determining and documenting, in writing, the organizational structure of the committee, including all of the following:
 - (a) Officers and their responsibilities.**
 - (b) Meeting times.**
 - (c) Notice of meeting times.**
 - (d) Voting procedures.**
 - (e) Terms of office.**
 - (f) Related matters.****
- (6) The parent advisory committee shall participate in the development of the intermediate school district's plan or any modification of the plan for the delivery of special**

education programs and services as required by R 340.1833.
(7) The parent advisory committee may provide advisory input on any matters that the committee deems appropriate to the improvement of special education services within the intermediate school district.